



## **We are looking for summer and fall interns to assist with our special events and activities!**

**Position:** Development Intern (unpaid, but interns who meet weekly hours requirement are eligible to receive course credit)

**Reports to:** Development Specialist

**Major Duties and Responsibilities:**

- Assists with special event planning including logistics for all major fundraisers and events.
- Researches and reports on potential sources of funding for exhibits and programs.
- Assists with all Development Department mailings.
- Helps with other Development-related tasks as needed, including occasional administrative responsibilities.

**Required Skills and Abilities:**

- Ability to act independently and be a self-starter while operating collaboratively as a team player.
- Strong writing and oral communication skills.
- Proficiency with Microsoft Office.
- Ability to perform multiple tasks.
- Willingness to work occasional evenings and weekends.

**Education, Training & Experience:**

- Coursework toward Bachelor's Degree – Junior or Senior standing
- Minimum G.P.A. of 3.0

For more information please contact Amanda Saoud at [amandas@detroithistorical.org](mailto:amandas@detroithistorical.org) or call 313.833.1980

Interested candidates should email a cover letter and current resume to Amanda Saoud [amandas@detroithistorical.org](mailto:amandas@detroithistorical.org)

**Or mail to:**

Detroit Historical Society  
5401 Woodward Avenue  
Detroit, MI 48202  
Attn: Amanda Saoud