

DETROIT HISTORICAL SOCIETY



Job Title: Membership Marketing Intern (Applebaum) – Temporary, Part-Time

Department: Membership

Reports to: Senior Manager, Membership

Hourly Wage: \$15 an hour

The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Ft Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over 50 individuals to help to continue to bring Detroit's vibrant stories to life.

Position Description

The Society seeks a Membership Marketing Intern to participate in the Applebaum Internship Program (AIP) – Summer 2024. While working with the Membership team, the Membership Marketing Intern will develop, promote, execute, and analyze marketing and communications initiatives to generate awareness of and support for our museums.

Membership Marketing programs are vital to the long-term success of nonprofit cultural institutions like the Detroit Historical Society. The Membership Marketing internship is an excellent opportunity to gain hands-on experience in the marketing, outreach, and partnership development side of nonprofit membership programs.

This is a part-time internship with a commitment of 25 hours per week, with 3-4 additional required programming sessions for professional development and networking. In-person onboarding is required. The internship runs for 8 weeks from Thursday, May 30 to Friday, July 26, 2024 and is supported by the Applebaum Family Philanthropy. Learn more about AIP here: <https://applebaumphilanthropy.org/applebaum-fellows/>

Preferred candidates will have a desire to work in the Museum or nonprofit sector, interest in Detroit history and availability to work occasional nights and weekends for special events.

Major Responsibilities

- Develop, promote, execute, and analyze marketing and communications initiatives to generate awareness of and support for Detroit Historical Society and DHS museums.
- Assist with membership events.
- Collaborate with Applebaum Social Media Marketing Intern to create social media marketing plan.
- Participate in a minimum of three Roundtable Sessions provided by the Applebaum Foundation.
- Attend Detroit Historical Society All-Staff meetings.

Required Qualifications for Successful Position Performance

- Experience in a client-facing customer service role.
- Above average organization and planning skills.
- Excellent verbal and written communication skills.
- Ability to work both independently and collaboratively.

Education and Experience

- The program is open to college students in Southeast Michigan who are in their sophomore year or higher
- Experience with Social Media Platforms
- Experience with all components of Microsoft Office Suite 365 including Outlook

Please note the **Hourly Wage** prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org by April 15, 2024. Candidates must be willing to undergo a criminal background check. No phone calls, please.

EEO Statement

The Detroit Historical Society (DHS) is an Equal Opportunity Employer seeking to reach a broad and diverse candidate pool when filling vacant positions. We strongly encourage applications from individuals of diverse backgrounds. We sincerely believe that our organization and its work benefit from the perspectives and talents of a diverse staff. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.