

## DEVELOPMENT AND MEMBERSHIP INTERNSHIP

### ABOUT THE PROGRAM

The Charleston Library Society offers unpaid, part-time internships during the academic year and summer months. College students and recent graduates in Marketing, Journalism, Mass Communications, Social Media, Creative Writing, Development and Fundraising, Arts Management and/or related areas are eligible to apply. Students may have the option to earn college credit (please check with your school administrator for requirements). The Charleston Library Society internship program provides students with a wide range of opportunities. Internship experiences may include: assisting with fundraising and development efforts, promotion and publicity initiatives for special events and programs, and participating in social media and digital design planning sessions. Interns may also be directly involved in assisting with the development of outreach material for CLS members.

### ABOUT THE LIBRARY

The Charleston Library Society was founded in 1748 as a "Society" of dedicated citizens and friends. The Library Society serves as the "Cultural and Intellectual Living Room of Charleston" and is the second oldest continuously circulating library in the US, housing an impressive historical archive of cultural treasures. Our mission is to be a cultural institution for life-long learning, serving its members, the Lowcountry community, and scholars through access to its rich collection of books, manuscripts, and archival material, and programs promoting discussion and understanding of the ideas they contain.

### REQUIREMENTS

- Candidates applying for an internship must:
- Live in Charleston - this is an on-site position
- Have completed at least one year of college
- Currently be enrolled in a college/university or is a recent college graduate

### TASKS WILL INCLUDE:

- Assisting with Library membership renewals and new member onboarding

- Assisting in the creation of promotional material for member events and programs
- Social media planning and digital design assistance
- Updating patron records
- Assisting in producing tax acknowledgment letters and member mailings
- Working day-time and evening programs

#### HOW TO APPLY

Students interested in this internship opportunity at the Charleston Library Society should email the following materials to Rachael Yon at [ryon@charlestonlibrarysociety.org](mailto:ryon@charlestonlibrarysociety.org): Resume, and Cover letter explaining your interests and goals as an intern at the Library Society.