



Summer Programs & Communications Intern

The Community Library

POSITION INFORMATION

Title: Summer Programs Intern

Type: hourly part-time, non-exempt, seasonal position

Location: Ketchum, Idaho

Reports to: Martha Williams, Programs and Education Director

Compensation: \$16.00/hour

Benefits: none

Paid leave: none

Special Instructions: Successful applicants must be able to complete a criminal background check. Successful applicants must be current high school or college students.

JOB SUMMARY

The Community Library seeks a program and communications intern to support special events, connecting the community with the Library's resources and programs, and helping to shape the Library's programmatic offerings. The intern will support events including speakers and presentations, films, panels, discussion groups, classes, and workshops, as well as a Writer-In-Residence program at the historic Ernest and Mary Hemingway House. The intern will also work with the Library's communication manager in telling the Library's story through social media posts, e-newsletters, website blogs, and print materials. This is a 20-hour/week position, from approximately June 10 to August 16, 2024.

DUTIES AND RESPONSIBILITIES

- Support program planning, setup, execution, and clean up. May include introducing or interviewing guest speakers; overseeing A/V needs; helping with program check-in and audience questions; and taking photographs of events for the library's public relations archive.
- Support program and special event marketing through creation of marketing materials and social media.
- Support broader marketing initiatives, including updating or creating new blog posts on the Library's website, and writing press releases under the supervision of the programs director and communications manager.
- Develop two (2) social media posts per week. Topics to be developed in conjunction with the communications manager, but could include sharing moments at the Library, introducing staff, going on assignment with the Bloom Bookmobile around the valley, and generally telling the daily story of the Library.

- Supporting the Writer-In-Residence program by welcoming visiting writers and supporting their community engagement programs.
- Designing and placing signage within the Library and around the community.
- Procuring photo releases at special events.
- Support planning and implementation of annual end-of-summer open house event, Book Around the Block, which works to engage all ages across the Library, Museum, and Gold Mine stores.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work is performed indoors and out and may involve sitting at a computer and standing for lengthy periods of time. This position may require intermittent lifting and moving objects up to 40 pounds (heavier items must be team lifted). A high degree of interaction with the public is required of this position.

REQUIRED QUALIFICATIONS

- Demonstrated ability to work independently and on a flexible, part-time schedule.
- Experience or interest in event planning and implementation.
- Experience or interest in and willingness to learn about social media, website content creation, simple graphic design (using Canva), and audio/visual equipment.
- Interest in community service and engagement.
- Demonstrated willingness to learn and take initiative.
- Ability and willingness to take feedback and make revisions to work produced.
- Demonstrated ability to foster an atmosphere of diversity and inclusion consistent with the Library's aims.
- Bilingual skills in English and Spanish preferred, but not required.