



## Engagement & Development Internship

### Hancock Shaker Village Summer Internship Program 2026

We are looking for an energetic and enthusiastic self-starter with exceptional interpersonal, communication, and writing skills to work alongside both our Director of Engagement and our Director of Development. This internship is ideally suited for students looking to gain extensive exposure to all aspects of marketing, advertising, communications, fundraising, and membership management within a non-profit museum setting.

Working alongside our Director of Engagement, you will gain valuable experience in managing all aspects of marketing and communication including direct mail, print advertising, digital marketing, website management, social media, and public relations. In this shared position, you will also work with the Director of Development to assist in the many development and membership activities that are vital in raising the funds that support the museum's mission.



#### What you will do with Engagement:

For the Engagement role, you will assist in the development of a seasonal email and social media editorial plans and calendars. You will help to create weekly emails/newsletters and social media posts as well as reach out to local media outlets to promote key events throughout the season. You will follow-up with advertising partners to ensure that all creative materials have been sent in the correct format and on schedule.

#### What you will do with Development:

For the Development role, you will gain experience in all areas of development including database management (entering and cleaning donor data), creating gift reports, and analyzing donor engagement and giving. The role will also provide exposure to conducting donor research, writing donor communications, creating and writing sponsorship proposals, as well as the opportunity to learn about membership programming management.

Qualifications: The Engagement and Development Intern must be enthusiastic, flexible, and comfortable multi-tasking and problem solving while maintaining a sense of humor. The intern must also possess the ability to handle confidential donor information with maturity. Prior experience working with the public is helpful but not required. Experience with Instagram, Facebook, Constant Contact, WordPress, Canva and Excel is a plus.

Interested? Visit [Summer Internship Program - Hancock Shaker Village](#) for application instructions.