

DETROIT HISTORICAL SOCIETY



Job Title: Applebaum Membership Engagement Intern, Part Time/Temporary

Department: Membership

Reports to: Senior Membership Manager

Annual Salary or Hourly Wage: \$15.00 per hour

Start Date: June 2, 2026

End Date: July 27, 2026

History saved and preserved is the foundation for strong, vibrant communities and future generations. 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 one hundred 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 Fort Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over sixty individuals to help continue to bring Detroit's vibrant stories to life.

Position Description

The Detroit Historical Society seeks a Membership Engagement Intern to participate in the Applebaum Foundation Internship Program (AIP) – Summer 2026. The Membership Engagement intern will report to the Senior Director of Membership. Membership engagement programs are vital to the long-term success of nonprofit cultural institutions like Detroit Historical Society. The Membership Engagement internship is an excellent opportunity to gain hands-on experience in the marketing, outreach, and partnership development side of nonprofit membership programs. **The position runs June 2, 2026 – July 27, 2026.**

Preferred candidates will have an eagerness to learn more about working in the Museum or nonprofit sector, interest in Detroit history, and availability to work occasional nights and weekends for special events.

This opportunity is **open to current undergraduate students (rising second-year through rising seniors) enrolled in Michigan colleges** who will be **living in southeast Michigan during the internship period.**

This is a part-time internship with a commitment of 25 hours per week, which will include 4 required Applebaum programming sessions for professional development training and networking opportunities. As part of the Applebaum Internship Program, the selected candidate will be provided with \$15/hour for the **8-week internship (approximately 200 hours).**

This position is hybrid, requires 2 days a week on site, and requires in-person onboarding.

Major Responsibilities

- **Community Outreach:** Assist with developing, promoting, executing, and analyzing engagement initiatives to generate awareness of and support for our museum and membership program.
- **Corporate Engagement:** Assist with communication, outreach, and other initiatives to support the growth of our Corporate Membership program.
- **Events & Logistics:** Assist with the Membership department's special events. This may include logistics, and volunteer support.
- **Applebaum:** Participate in all Roundtable Sessions provided by the Applebaum Foundation.
- Must be able to lift 20 pounds with or without a reasonable accommodation.

General Responsibilities

- Attend Detroit Historical Society all-staff meetings.
- Learn about the Detroit Historical Society history and current endeavors.
- Visit the Dossin Great Lakes Museum and Collections Resource Center.
- Dependability, punctuality, and respect for museum policies and procedures.

Required Qualifications for Successful Position Performance

- Project management skills, ability to solve problems, complete tasks, and think creatively.
- Ability to work independently and collaboratively with strong attention to detail.
- Ability to manage multiple tasks effectively and meet deadlines.
- Enthusiasm for local and regional history and an interest in public engagement.
- Excellent verbal and written communication skills.
- Manage a flexible remote schedule.

Preferred Qualifications

- Word, Excel, and PowerPoint components of Microsoft Office Suite 365.
- Interest in Detroit's history and cultural landscape.
- Awareness of current social media landscape and content trends.

Education and Experience

- The program is open to **all current undergraduate Michigan college students** living in **southeast Michigan** during the summer who are in their **sophomore year or higher** in a program of study.
- Experience working with museums or nonprofit organizations is a plus.

Compensation & Benefits

- Paid Parental Leave after 12 months of qualifying service in coordination with FMLA.

Please note the hourly wage prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org. No phone calls, please.

Candidates must have reliable transportation and be willing to undergo a criminal background check and provide references (as needed/requested). **Preferred but not required: possess valid driver's license.** Please note the hourly wage prior to sending a résumé and cover letter to the Human Resources Department at

humanresource@detroithistorical.org

No phone calls, please.

EEO Statement

Detroit Historical Society is committed to the principles of equal employment. We respect diversity and accordingly are an equal opportunity employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, marital status, military service and veteran status, disability, genetic information, height, weight, or any other status protected by federal, state, or local laws and ordinances. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

While working with the Membership team, you will develop, promote, execute, and analyze engagement initiatives to generate awareness of and support for our museums.