



10 Art Museum Drive
Baltimore, MD 21218

Spring 2022 Internship Program

Finance Department Internship

The BMA's Finance Department is seeking an Intern to assist with implementing new technology systems that will create better workflows and automation of financial structures throughout the organization. The Intern will also work on documenting Finance policies and procedures as we update our protocols. This is a great opportunity for someone interested in non-profit management and administration.

Responsibilities

- Review policies / procedures and assist with updates to protocols
- Provide specs for new automated systems
- Other relevant day-to-day duties as assigned

Preferred Qualifications

- Strong organizational skills
- Writing/Communication skills
- Experience or familiarity working in a database
- Some accounting knowledge is a plus

Proposed Schedule

- This position will be a hybrid work structure (onsite and virtual).
- This position will meet during the week.

Apply

Please [download the Application Instructions](#) to learn how to apply for this position. If you have any questions or concerns, you may contact us at internships@artbma.org.