



10 Art Museum Drive  
Baltimore, MD 21218

## Fall 2022 Internship Program

### Advancement Internship

Our Advancement team is seeking an Intern to assist with all aspects of Membership fulfillment. This work includes creating new records, database maintenance, and event support. The Intern will gain experience in multiple databases and organizational systems and be given insight into the day-to-day operations of museum fundraising. They will also compile a comprehensive history of Trustee planned giving.

### Responsibilities

- Researching and updating address database
- Event support onsite, some evening and weekends
- Fulfilling membership customer service requests
- Assist with Advancement file archiving

### Preferred Qualifications

- Strong organizational skills
- Writing/Communication skills
- Customer service experience
- Event planning experience a plus
- Database experience a plus

### Proposed Schedule

- This position will be performed onsite.
- This position will meet 2-3 days per week, some weekends required.

### 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](mailto:internships@artbma.org).