



BALTIMORE
MUSEUM OF
ART

10 Art Museum Drive
Baltimore, MD 21218

Summer 2023 Internship Program

Marketing & Experience: MX Intern

The BMA's Marketing and Experience Department is seeking an Intern to assist with a variety of marketing, PR, and social media initiatives to promote our upcoming schedule of exhibitions and programs. The Intern will have the opportunity to assist with onsite press releases that tour exhibitions and gallery spaces.

They will also attend promotional events such as community festivals and assist with content creation for our social media platforms. Because some of this work includes being present for community events, Interns will be expected to work on several key dates. Please see below for schedule details.

Responsibilities

- Attend community festivals and assist with the BMA's promotion booth
- Create/catalogue web content
- Assist at press release events
- Conduct in-gallery visitor surveys for marketing data

Preferred Qualifications

- Writing / Communication skills
- Research experience
- Customer service experience

Proposed Schedule

- This position will work a hybrid schedule (onsite at the BMA and at offsite events).
- Working days will be mixed weekday/weekend.
- Interns should expect to work festivals on the following dates:
 - Saturday, June 24
 - Sunday, June 25
 - Other dates TBD as festival dates are finalized.

Apply

Please see below for more program details and how to apply. All application materials must be submitted by **Sunday, May 7th, 2023.**

Summer 2023 Internship Details & Application Instructions

Eligibility

Applicants must meet one of the following criteria:

- Currently enrolled in an accredited Graduate or Undergraduate Program
- Recent graduate from an accredited program (within 5 years)
- PhD candidate

Please note that if an Internship has a specific education requirement, that will be clearly indicated in the description.

Commitment

The information below indicates general scheduling and commitment requirements for our Internship Program:

- Selected candidates will be expected to work from **June 26-August 18, 2023**.
- Most positions will meet **2-3 days per week***.
- Interns will work **15 hours per week**.
- If you require a specific number of hours or are planning to do this Internship for credit, please state your hourly requirements in your cover letter.

* A unique schedule will be created with each selected candidate based on their availability.

BMA Internship Program Stipend

Baltimore Museum of Art Interns are awarded a \$1,000 stipend. The stipend is distributed in two installments throughout the Internship.

Required Application Materials

Please submit the following documents to complete your application:

- Cover Letter
- Resume
- Reference: contact details should be listed on either your resume or cover letter
- Applicants applying for a Graphic Design position must also include a link to their portfolio.

Application Deadline

All materials must be submitted by Sunday, May 7th, 2023.

Summer 2023 Internship Details & Application Instructions

Submitting Application Materials

Materials may be sent via the following options (please only choose one submission option):

- You may upload and submit your documents through the following form:
 - <https://form.jotform.com/222776153016049>
- You may send your documents to the following e-mail address:
 - internships@artbma.org (please indicate the position or positions you are applying for in the subject line).

Notification of Decision

The application review process will begin on Monday, May 8th. Applicants selected for an interview will be notified in the weeks following that date. All applicants will be notified when a position has been filled.

Any additional questions may be sent to internships@artbma.org. Please, no phone calls.