



10 Art Museum Drive  
Baltimore, MD 21218

## Summer 2024 Internship Program

### Marketing & Experience: MX Intern

The BMA's Marketing and Experience Department is seeking an Intern to assist with creating BMA-branded social media posts to inspire creativity and encourage learning via social media platforms including Facebook, Instagram, YouTube, and Twitter.

The Intern will also assist with Education & MX events, attend weekly virtual staff meetings, and conduct visitor experience surveys. This Intern will be expected to work on several specific dates where the BMA will be participating in community events (please see below for schedule details). The position may also work on other department projects, as assigned.

### Responsibilities

- Assist with creating social media posts
- Attend and assist with events
- Attends weekly meetings
- Conduct visitor surveys

### Preferred Qualifications

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

### Proposed Schedule

- This Internship will be based onsite at the BMA, offsite at community events, and include some remote work.
  - Working days will be mixed weekday/weekend.
  - Events include, but are not limited to:
    - **Baltimore Pride Festival** (June 16<sup>th</sup> in Druid Hill Park)
    - **Baltimore County Arts Guild Music & Arts Festival** (June 22<sup>nd</sup> at Guinness Brewery)
    - **AFRAM** (June 23<sup>rd</sup> in Druid Hill Park)
    - **Artscape** (August 2-4 in Mount Royal)
- \* Please note that date/location details are subject to change and the BMA will keep the Intern up to date on these events throughout the summer.

# Summer 2024 Internship Details & Application Instructions

## **Apply**

Please see below for more program details and how to apply. All application materials must be submitted by **Sunday, April 28<sup>th</sup>, 2024.**

## **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 10-August 16, 2024.**
- Most positions will meet **2-3 days per week\***
- Interns will work **12 hours per week (for a total of 120 hours)**
- 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 \$2,000 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

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## **Application Deadline**

All materials must be submitted by Sunday, April 28<sup>th</sup>, 2024.

## **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](mailto: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 after the application deadline has closed. 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](mailto:internships@artbma.org). Please, no phone calls.**