



BALTIMORE  
MUSEUM OF  
ART

10 Art Museum Drive  
Baltimore, MD 21218

## Spring 2024 Internship Program

### **Advancement: Grant Writing Intern**

The BMA's Advancement Department is seeking a Spring Intern to assist with all aspects of grant writing. The position will work across departments to learn about priority projects, create draft fundraising proposals, research potential funding opportunities, and report on past gifts and other related topics.

The intern will gain experience in corporate and foundation giving, as well as learning the interworking of museums. The position may also work on other department projects, as assigned.

### **Responsibilities**

- Grant writing
- Report writing
- Prospect research
- Gift fulfillment

### **Preferred Qualifications**

- Proficient writing and research skills
- Interest in the arts and culture field
- Strong organizational skills
- Writing/Communication skills

### **Proposed Schedule**

- This position will work onsite and/or in a hybrid manner
- This position will meet 2-3 days per week

### **Apply**

Please see below for more program details and how to apply. All application materials must be submitted by **Sunday, February 4<sup>th</sup>, 2024.**

# Spring 2024 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 **March 18-May 10, 2024.**
- 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 \$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

## **Application Deadline**

All materials must be submitted by [Sunday, February 4th, 2024.](#)

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## **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.**