



BALTIMORE  
MUSEUM OF  
ART

10 Art Museum Drive  
Baltimore, MD 21218

## Spring 2024 Internship Program

### **Education & Interpretation: Public Programs JEC Intern**

The BMA's Education Department is seeking a Spring Intern to assist with all aspects of public programming at the newly renovated Joseph Education Center. The intern will be involved in art making activities such as collaborative weaving in the Joyce J. Scott exhibition and our Free Family Sundays Program. They will maintain the JEC spaces and facilitate interactions with the discovery drawers which invite visitors to touch materials and engage with art in a tactile way.

The intern will gain experience working directly with families and children in a museum setting and be given insight into the day-to-day operations of museum public programming. The position may also work on other department projects, as assigned.

### **Responsibilities**

- Facilitate collaborative weaving
- Assist with Free Family Sundays
- Promote game play as a tool for learning
- Engage with visitors in the JEC spaces

### **Preferred Qualifications**

- Strong organizational skills
- Writing/Communication skills
- Customer service experience
- Spanish language skills a plus

### **Proposed Schedule**

- This position will work onsite
- This position will meet 2-3 days per week, some weekends required

### **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.**