



10 Art Museum Drive  
Baltimore, MD 21218

## Spring 2024 Internship Program

### **Education & Interpretation: Lexington Market Intern**

The BMA's Education Department is seeking a Spring Intern to assist with our public programming at the Museum's outpost in Lexington Market. The intern will facilitate artmaking and conversation through drop-in engagement with visitors to our stall. They will encourage dialogue exchanges between adults, children, and intergenerational groups. This role will work closely with staff to support program set-up, attendance, and troubleshooting.

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

#### **Responsibilities**

- Facilitate conversation and engagement at BMA Lexington Market
- Encourage interaction with guests at the Market
- Support BMA programs at the Market

#### **Preferred Qualifications**

- Strong organizational skills
- Event Planning Experience
- Customer service experience

#### **Proposed Schedule**

- This position requires availability on Thursdays, Fridays, and/or Saturdays, between 11AM-4PM.
- This position will be **onsite at Lexington Market** (not the BMA's primary campus).

#### **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.**