BMA
BALTIMORE
MUSEUM OF
ART

10 Art Museum Drive
Baltimore, MD 21218

Spring 2024 Internship Program

Advancement: Membership Intern

The BMA's Advancement Department is seeking a Spring Intern to assist with all aspects of membership fulfillment. This work includes research, evaluation, and analysis of membership benefits. They will also assist with assembling mailings, database maintenance, and event support.

The intern will gain experience in multiple databases and organizational systems and be given insight into the day-to-day operations of museum fundraising. The position may also work on other department projects, as assigned.

Responsibilities
- Researching and updating databases
- Event support onsite, some evening and weekends
- Fulfilling membership customer service requests
- Analysis of membership benefits

Preferred Qualifications
- Strong organizational skills
- Experience working in a database
- Writing/Communication skills
- Customer service experience
- Event planning experience 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 4th, 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.

Spring 2024 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 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. Please, no phone calls.