



## **Baltimore Mural Program Internship**

### **Summer 2015**

#### **Position Description**

The Baltimore Mural Program Intern is a part-time unpaid position, reporting to the Baltimore Mural Program Coordinator. The primary responsibilities of this position are to assist with the planning of a 40 year anniversary exhibition & publication for the Baltimore Mural Program. Interns will also lend support to the Baltimore Mural Program Coordinator with ongoing mural projects. Duties include, but are not limited to:

- Assist in the research and artist interview process including:
  - Digitizing and organizing past press, city archives and artifacts from the mural program
  - Maintenance of artist database and updating contacts
  - Scheduling artist interviews and studio visits
  - Assisting with photography and video documentation of interviews
  - Writing & editing blog posts, artist profiles, and generating content for social media
- Assist with the curatorial aspects of the 40 Year Anniversary Exhibition including:
  - Corresponding with artists chosen for exhibitions;
  - Organizing information on artworks available for exhibition;
  - Scheduling studio visits with exhibiting artists;
  - Assisting in the creation of a curator's exhibition binder;
  - Editing and composing short artist bios;
  - Collecting, writing and formatting exhibition didactics;
  - Organizing artwork needs for exhibition and assisting with resolving those needs;
  - Preparing for exhibition installation.
- Assist with the day-to-day logistics of ongoing mural projects including:
  - Researching potential mural sites
  - Documenting & reporting damage
  - Photography & mural mapping of existing murals

#### **Qualifications**

The ideal candidate is a dynamic, people-oriented individual with outstanding organizational skills and familiarity with or desire to learn more about the local artist population. Additional required skills:

- Art, Art History, Arts Education, Arts Administration, or Anthropology major or graduate student

- Current college or graduate students are eligible to apply. **Applicants who are not registered students are not eligible.**
- Excellent oral and written communications skills, including the ability to write for diverse needs.
- Strong analytical skills, ability to multi-task, and strong attention to details
- Ability to conduct internet research
- Strong photography and videography skills and aesthetics
- Ability to assess online presence and brainstorm enhancements
- Knowledge of Social Media tools, including Wordpress, & MS Word, Excel, Access, and PowerPoint

### **Hours & Compensation**

- Student must be available at least two days per week or the equivalent of at least 14 hours per week; BOPA is open Monday to Friday from 9:00am to 5:00pm, but hours outside these times are sometimes necessary.
- Student must be able to work on-site as an intern for the entire Artscape festival, July 17-19, 2015.
- This is an unpaid position.
- Intern may be eligible for gaining college/university credits toward graduation. (Intern should explore this possibility with their school prior to applying for the internship.)
- Parking or Monthly Transit Pass may be provided to Downtown Baltimore.

### **To Apply for an Internship**

Please send your resume and cover letter by email to: Jennifer Cox at [jcox@promotionandarts.org](mailto:jcox@promotionandarts.org). In the Subject Line of your email, please identify the name of the internship for which you are applying.

### **Application Deadlines**

Application due no later than **April 24, 2015.**