



Public Art Internship Program

Summer 2015

Position Description

The Public Art Intern is a part-time unpaid position, reporting to the Public Art Program Staff. The primary responsibilities of this position are to assist in the administration of the public art program, coordination of public art projects and provide related support to the Public Art Staff. Duties include, but are not limited to:

- Assists in the administration of Public Art Program Including :
 - Photographing and researching of artworks and artists in the collection
 - Conducting surveys, reviews, assessments, and working with Public Art Consultants & Conservators
 - Working on and updating the Public Art Collection inventory & database
- Assists in the coordination of Public Art Commission Meetings. Includes:
 - Attend Public Art Commission meetings and project reviews
 - Assists in communication of meeting updates, agendas, and minutes
- Assists in the Project Management and Artist Selection Process. Includes:
 - Reviewing of artist submissions and proposals
 - File and organize artist's submissions
 - Prepare for public and committee level review meetings.

Qualifications

The ideal candidate is a dynamic, people-oriented individual with outstanding organizational skills and familiarity with public art. Additional required skills:

- Excellent oral and written communications skills
- Strong analytical skills, ability to multi-task, and pay attention to detail
- Ability to conduct internet research
- Current college –junior or senior–or graduate students are eligible to apply. **Applicants who are not registered students are not eligible.**

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.
- 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. 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.**