



Visual Arts Internship

Summer 2015

Position Description

The Baltimore Office of Promotion & The Arts (“BOPA”), located in Downtown Baltimore, seeks an enthusiastic, creative and highly organized intern to assist with all aspects of special events/festival planning.

The Visual Arts internship is a part-time unpaid practicum. The intern reports to the Visual Arts Specialist and learns about the successful production of a large-scale arts festival, along with researching local and national artists for writing interviews and articles for BOPA’s blog.

Projects may include but are not limited to:

- Work with Visual Arts Specialist on various ongoing festival projects, including Artscape and Baltimore Book Festival
- Logistical planning
- Research local, regional and national artists to pair with projects in progress
- Help maintain and organize a photo and art archive of past and upcoming visual arts components
- Research other arts festivals, particularly interactive arts projects
- Attend staff meetings as necessary
- Work with Visual Arts Specialist to interview artists, curators and art professionals, along with writing reviews of exhibitions and talks, for BOPA’s arts blog.

Qualifications

- Art, Art History, Arts Education or Arts Administration majors – current undergraduates—junior or senior—or graduate students are eligible to apply.
Applicants who are not registered students are not eligible.
- Excellent oral and written communications skills
- Ability to multi-task
- Superior attention to detail
- Strong organizational and analytical skills
- Ability to conduct Internet research; familiarity with social media
- Basic knowledge of MS Word, Excel, Photoshop

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.
- 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 the student by BOPA, pending availability.

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 Deadline

Applications are due no later than April 24, 2015.