



Summer 2020 Internship Program

Exhibition Intern

The BMA's Exhibitions Department is seeking an Intern to compile historical and current exhibition working documents and procedures to create a formalized handbook of all exhibition related activities. The Intern will assist with research to compile a database of contact information and Exhibition Program initiatives for art museums across the country.

They will also learn the administration processes of our project management software (Wrike) which allows Exhibition Staff to manage teams of colleagues across the Museum. Other duties and tasks may be assigned as projects progress throughout the Spring.

Responsibilities

Responsibilities include but are not limited to:

- Compile research and documents
- Assist with administrative duties of the Exhibitions Department
- Assist with compiling information for database

Qualifications

- Strong attention to detail
- Ability to multitask
- Strong organizational skills
- Familiarity with Microsoft Office programs

Apply

Please download the [Application Instructions](#) to learn how to apply for this position. If you have any questions or concerns, you may contact us at internships@artbma.org.