



INTERNSHIPS

Baltimore Clayworks offers a variety of internship opportunities. Along with the great experience gained through an internship at Baltimore Clayworks, interns may enroll in one adult class free of charge through our Mt. Washington education program. Interns must receive approval from his/her supervisor and Education Coordinator before qualifying for a complimentary class. When you would like to take a class, submit a registration form to Education Coordinator with a signature of the supervisor prior to the class start date.

LONG-TERM INTERNSHIP (6-12 months)

Studio Intern

This is a great opportunity for students who just completed undergraduate studies in Ceramics or Sculpture. A Studio Intern will work approximately 15-30 hours per week with Education Coordinator and Facility Manager on classroom maintenance, glaze mixing, kiln firing, and some administrative staff for various projects such as creating organizational gifts for donors, special events, exhibitions, and other studio-oriented assignments. In exchange of the service, the intern will have an access to the studio and its shared work space and storage shelves. The intern will be surrounded by resident artists and instructors on a regular basis, and it is up to him/her to connect with and learn from them during the duration of the service. (Please apply with a portfolio of your current work.)

Education Intern

This is a great opportunity for Studio Art, Art Education, Elementary Education, and Child Development majors interested in children and clay. The Education intern will assist the Education Coordinator with educational programming and basic classroom upkeep including cleaning and organizing. Interns will also have the opportunity to support our popular Children's Summer Camp. Duties will include supervising students inside and outside of the classroom during the camp hours, helping to foster student's creativities, providing technical assistant to teachers in the classroom, and helping to promote healthy working environment for students.

SHORT-TERM INTERNSHIP (2-6 months)

Fall/Spring Semester and Summer Intern

Interns will be assigned to various tasks under a supervisor in development, marketing, special events, exhibition, gallery, education, community arts, or facility management. Assignment to be



determined by interns interest and organization's need. Interns will work a minimum of 20 hours a week, but are encouraged to work as often as they'd like.

If you need to arrange school credit for an internship, please contact your academic advisor and career services at your school and they can give you the paperwork and requirements for credit (if applicable). If you need Clayworks to fill out any forms or documents, please don't hesitate to ask.

SPECIAL INTERNSHIP (to be arranged)

Some institutions offer very short-term intensive periods of internship time for students (i.e. daily for one month.) If your school has this arrangement, we can discuss the possible assignments to a special project. Please call to arrange an interview.

INTERNSHIP APPLICATION

Thank you for your interest in our internships! Please read the Internship Descriptions, and then complete the following application. You can submit your application, along with your current resume, to info@baltimoreclayworks.org.

Name. _____

Contact Information

Address. _____

City. _____ State. _____ Zip. _____

Phone. _____

Email. _____

Current School/Work Information and Address

School/Company/Department. _____

Title/Year/Major. _____

Address. _____

City. _____ State. _____ Zip. _____



Baltimore Clayworks

Phone. _____

Are you volunteering for academic credits? (See your advisor for requirements.) Yes. / No.

Educational Background

Year. _____

School. _____

Degree/Major. _____

Availability

I am interested in	Long Term:	Studio	Education	
	Short Term:	Summer	Fall	Spring

When would you like to start your internship? _____

How many days a week would you like to work? _____

How many hours a day would you like to work? _____

Would you be available on weekends? _____

Professional Background/ Skills (Check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Finance | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Community Arts |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Education |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Management | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Law | <input type="checkbox"/> Photography/Video |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Database Software | <input type="checkbox"/> Facility Maintenance |

Details on checked items, or other pertinent background information. _____

410.578.1919
5707 Smith Ave.
Baltimore, MD 21209
baltimoreclayworks.org



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Contact Information for 2 References

Name. _____ Organization/Title. _____

Phone. _____ Email. _____

Your Relationship. _____

Name. _____ Organization/Title. _____

Phone. _____ Email. _____

Your Relationship. _____

More About Yourself

How did you hear about Baltimore Clayworks? _____

List any previous internships, volunteer experiences, and/or arts involvement. (I.E. Arts events attended/supported, studies, workshops, memberships, etc. _____

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List any goals and areas of interest that you would like to explore while at Baltimore Clayworks. _

What other skills/talents/hobbies do you have that you can apply to your internship? Is there anything else you would like us to know about you? _____

Do you have a vehicle? Yes / No Do you have a laptop? Yes / No

Thank you for your application! We look forward to working with you!