

High School Internships Announcement

The Delaplaine Arts Center is currently seeking high school seniors interested in non-profit or visual arts administration to join our team as interns for one or both semesters of the 2023-2024 school year.

The Delaplaine Arts Center

The Delaplaine Arts Center is an active non-profit visual arts center in downtown Frederick, MD, providing the region with educational opportunities and experiences in the visual arts through classes, exhibits, and programs. Our vision is “Everyone deserves art!”

Objectives

Internships are intended to fulfill the requirements of a high school internship program, with flexibility as needed. They may last one semester or the full school year. Internships are mutually beneficial for the student and the Delaplaine, working together to achieve goals that support our mission and vision while developing a portfolio of work addressing the intern’s specific interests in a non-profit arts center setting. Interns will work under the guidance of the Community Outreach Manager. This position is unpaid.

Candidates may apply for one or more of the following internships:

Overview Internship

The selected intern will gain experience in different areas of the Delaplaine, including exhibitions, visitor services, and instruction. Duties may include installing/deinstalling works of art; front desk duties, Gift Gallery sales, greeting visitors; and classroom preparation. Duties may vary as needed.

Marketing Internship

The selected intern will gain experience in marketing the Delaplaine, including creating engaging content for social media, such as making Instagram Reels and designing promotional materials. Duties may vary as needed.

Outreach Internship

The selected intern will gain experience in community outreach programming at the Delaplaine, including planning and implementing Art Cart activities, creating the Delaplaine at Home videos, and assisting with the planning of other outreach programs. Duties may vary as needed.

How To Apply

Email the following materials in a single PDF document to Jillian MacMaster, Community Outreach Manager, at jmacmaster@delaplaine.org:

- Cover letter indicating why you are interested, as well as the specific internship for which you are applying, what you would like to learn during your time at the Delaplaine, and whether you would like a semester-long or year-long internship
- Resume
- Two professional references, who could include teachers, supervisors, etc.

Applications will be accepted until the positions are filled. Preferred candidates will be contacted to schedule interviews.

Requirements

Interns must be a senior in high school (public, private, or homeschool) and have reliable transportation to the Delaplaine. This is a fully in-person internship. While the schedule can be made flexible, interns will mostly be expected to work every school day.

The Delaplaine is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, creed, color, religion, gender, sexual orientation, gender orientation, gender expression, national origin, marital status, age, or disability. The Delaplaine will not tolerate acts deemed to constitute discrimination or harassment based on race, creed, color, religion, gender, sexual orientation, gender orientation, gender expression, national origin, marital status, age, disability, or any other legally protected status.