



Summer Internship Program- 2015

Department of Visitor Services

The Visitor Services Intern will be part of a dynamic team that provides exemplary customer service to BMA Members and visitors. The Visitor Services team delivers a positive and welcoming experience to each visitor and is seeking an intern who will help the department with daily operations, promote repeat visitation, and assist with special events.

Responsibilities

- Greeting and orienting visitors
- Assist with daily operations of the Welcome Desk and Coat Checkroom
- Promote visitation, programs, and membership
- Assist with administrative duties as needed

Requirements

- Applicants should be mature and responsible
- Customer service experience a plus
- Strong research, writing, and communication skills
- Must be able to multi-task
- Familiar 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 volunteer@artbma.org.