



**Annmarie Sculpture Garden & Arts Center**  
Koenig Private Foundation, Inc.  
13470 Dowell Road, Solomons, MD 20688

[jobs@annmariegarden.org](mailto:jobs@annmariegarden.org)

**Title:** Community Arts Intern  
**Department:** Education

**Compensation:** \$15/ hour; part-time hourly position; no benefits

**Eligibility:** must be at least 18 years of age  
must be currently pursuing a degree in fine arts, studio arts, or theater, or be a recent graduate  
to apply, submit resume and two letters of recommendation from teachers

**Schedule:** length of internship will vary depending on needs of student  
Flexible schedule to accommodate class schedule  
typical schedule will include a Saturday or Sunday, plus weekday hours; includes some evening hours;

Annmarie Sculpture Garden & Arts Center is accepting applications for our Community Arts Internship program. Students pursuing a degree in an arts-related field are encouraged to apply. This program is designed to expose students to a variety of community arts programming, including daily activities, family programs, classes, and events. Interns will help develop, prepare, manage, and monitor a variety of Annmarie activities for all ages. Knowledge of art supplies, tools, methods, and equipment is required.

**Primary responsibilities:**

- Performs a wide variety of program related duties, including prepping materials and activities, setting up activities and equipment, and working programs
- Performs daily set-up, monitoring, and clean-up of artLAB, studios, classrooms, galleries
- Monitors and cares for outdoor program areas, nature play areas, outdoor exhibits, etc.
- Staffs the outdoor Welcome Booth, greets and orients guests, monitors guest activities, and assists guests, as needed
- May be asked to work Front Desk or Gift Shop
- Train and help care for, feed, and clean enclosures of all Nature Nook animals and critters; care for and water plants; help maintain and monitor Nature Nook exhibits and activities;
- Works all major events, including design, preparation, production, and clean up
- Helps design, prepare, and install décor and lights for Garden In Lights
- Maintains Clay Studio and performs some janitorial duties;
- Other duties as assigned

**Knowledge, Abilities and Skills to—**

Knowledge of art supplies, materials, processes, tools, and media preferred. Must be comfortable and competent interacting with guests of all ages and backgrounds. Must be able to deal politely with the volunteers, faculty, CITs, and guests must be able to work independently with little or no supervision.

**Working around art and sculpture:**

All staff must follow established guidelines for working around works of art and sculpture, including the indoor gallery areas and the outdoor sculpture; all staff must follow policies and procedures for working around loaned works of art as stipulated by the Smithsonian Institution and the National Gallery of Art. These guidelines apply to all Annmarie staff, as everything we do is informed by the art and sculpture that surrounds us on the property.

**Computer Skills:** basic skills, including Microsoft office, point of sale system, Internet searches, etc.

**Minimum qualifications:** Bachelor's degree (or currently pursuing a degree) in studio arts, fine arts, theater, or a related field; must be at least 18 years of age.

**Licenses or Certificates:** Valid driver's license.

**Special requirements:** Operation of Garden owned vehicles; subject to background investigation and finger-printing

**The work place:** Annmarie Sculpture Garden & Arts Center is a 50 acre campus. The majority of our programs and events are held outside, which means all staff spend part of their time outside performing a variety of event-related duties. Staff must be capable of traversing the patios, lawns, fields, and woods of Annmarie.

Working at Annmarie: operating a 50 acre park and presenting a wide variety of programs and events requires staff members who can: stand for long periods of time, walk uneven terrain, work outside in all weather, and spend hours preparing for events and programs, as well as working them. Simply put, it is a very physical place to work. Staff must be able to set up tables and chairs, erect pop-up tents, climb ladders to hang decor and lights, and work the demanding hours of a special programs or event. It is hard, but rewarding!

**Unusual demands:**

Required to work major outdoor and indoor festival & events; includes weekends and evening events.

*June 2023*