

Internship Opportunities Available in Baltimore Main Streets Programs

Locations available citywide

Baltimore Main Streets is an approach to commercial revitalization introduced by Mayor O'Malley in 2000. Baltimore Main Streets uses a model developed by the National Trust for Historic Preservation's [National Main Street Center](#) that has been implemented in over 1,500 communities since 1980.

Baltimore Main Streets provides customized support and assistance to designated neighborhood business districts based on a comprehensive strategy tailored to local needs and opportunities. In developing this strategy, Baltimore Main Streets will use the Main Street Four-Point Approach in working with each designated neighborhood business district. The four points are Design, Organization, Promotion and Economic Restructuring.

Intern opportunities would vary based on the individual community needs. Possible locations include Belair-Edison, East Monument Street, Federal Hill, Hampden, Pennsylvania Avenue, Waverly and Washington Boulevard/Pigtown. In addition to working in an individual community, interns will have access to training opportunities in all communities and on a variety of subjects. In addition, many of our groups are part of larger community development corporations or organizations that can offer a range of opportunities and experiences for the interns.

General qualities we're looking for in an intern

- An interest in urban revitalization strategy based in neighborhood business districts with a focus on historic preservation
- Comfortable interacting with the public and small business owners
- Willing to learn new tasks
- Basic computer skills including Word, email and databases (Access and Excel)

Possible Intern Duties and Tasks

Economic Restructuring efforts

- Mapping the square footage of every building in the district
- Crafting a visual merchandising strategy for more creative and beautiful environments
- Working on streetscape projects
- Researching local urban design ordinances to ensure that they are in keeping with current community needs
- Working on business recruitment that is in concert with the needs of the community
- Beautification projects including – gardens, planters, murals on vacant storefront windows or utility boxes
- Generally working on ways to incorporate art into urban designs
- Organizing the merchants along the Main Streets

Promotions

- Issuing press releases
- Working on advertising efforts – print and radio
- Helping with events and event planning
- Organize retail promotion advertising in neighborhood newsletters and community newspapers.
- Assist with organizing cooperative retail promotion events
- Working on the newsletters
- Keep a clippings file
- Work on web sites and posting events on other local event-oriented sites

Administrative/General Working Skills

- Grant research and writing
- Database consolidations
- Staff support for the four volunteer committees in each organization (Organization, Design, Economic Restructuring and Promotions)
- Fundraising
- Basic office tasks as needed including answering the phone and collating materials for meetings and projects
- Attend community meetings with Main Street staff, development officials, and public agency staff
- Volunteer recruitment efforts

Please contact Mary Pat Fannon, Director, Baltimore Main Streets program at (410) 779-3825 or via email at mpfannon@baltimoredevelopment.com. Please feel free to fax or mail your resume and letter of interest to (410) 837-6363 or Baltimore Development Corporation, 36 South Charles Street, Suite 1600, Baltimore, Maryland 21201.