



### **Tips for Applying for the Program Officer, Partnerships Position**

We review each application using a rubric developed and approved by relevant Maryland Humanities' staff. Each candidate's cover letter and essay will be scored by the following metrics:

- The candidate has the program management experience for this position
- The candidate has experience in racial equity work
- The candidate has experience working with stakeholders and partners
- The candidate has experience working with small nonprofits, with a special emphasis on small museums
- The candidate shows an attention to detail

Each rubric question will be evaluated on a scale (ex. 1-3) and given a score. The reviewer will total the scores for each metric. The top candidates will be contacted for a phone interview.