# Marketing and Communications Departments Records

Finding aid prepared by Anna J. Clarkson

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Describing Archives: A Content Standard

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Archives and Manuscripts Collections, The Baltimore Museum of Art
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## **Summary Information**

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**Repository** Archives and Manuscripts Collections, The Baltimore Museum of Art

**Creator** Baltimore Museum of Art

Title Marketing and Communications Departments Records

**Date [inclusive]** 1960-2005

**Extent** 73.0 Linear feet [57 boxes, 3 oversize box]

**Language** English

**Abstract** The Marketing and Communications Departments Records reflect the

activities of the Departments located within The Baltimore Museum of Art. The Departments' records total 73 linear feet and date from 1960-2005. The records consist of a variety of materials including budgets, correspondence, notes, clippings, memorandums, press

releases, press packets, research material, and ephemera. The majority of records are dedicated to the Museum's marketing and public relations

communications for its exhibitions and programs.

#### **Preferred Citation**

Marketing and Communications Departments Records, Archives and Manuscripts Collections, The Baltimore Museum of Art

## **Institutional History**

Public Relations at The Baltimore Museum of Art have been performed under a variety of Departments and Titles since the Museum's inception. Early records of the 1920s and 1930s list an "Information Services" Department. Later, in 1941, A Public Relations Director was appointed. The Public Relations Department seems to have continued through the early 1960s whereupon the Department was referred to as "Public Information and Services".

In the 1970s, the department was referred to both as the "Public Relations Department" and the "Public Information" department .

In the 1990's the department was listed in 1992 as "Public Relations" and then in 1996 as "Public Relations and Marketing." Since 2001 the departments of Marketing & Communication

### **Scope and Contents**

The records of the Marketing and Communications Departments of The Baltimore Museum of Art measures 70.4 linear feet and spans from 1960 - 2005. The records include a wide variety of materials such as budgets, correspondence, notes, clippings, press releases, press packets, research material, ephemera and visitor comment books.

The records are arranged into five series: Exhibitions and Programs; Exhibitions; Programs; Research Files: Administrative Files.

The majority of records from the Departments are located in the "Exhibition and Programs" series which encompasses the years 1960 - 1992 and number 24 boxes. After 1992, The Departments no longer stored exhibitions and program records together but rather broke them apart. Series II "Exhibitions" contains Marketing and Communications exhibition records from 1992 - 2005. Whereas Series III "Programs" contains Marketing and Communications program records from 1992 - 2005.

Series I, II, and III contained large amounts of photographic materials and publications which were transferred by the Archivist to the Museum's Photography, Publication, and Library Collections. In such instances, a note has been placed in the corresponding folder alerting the researcher to this fact. In addition, these series contain newspaper and magazine clippings, press releases, press packets, invitation lists, event information, notes, budgets, and visitor comment books. The series are organized in chronological order by year.

Series IV, "Research Files", consists of one box files relating to a variety of subjects such as artists, art critics, foundations, general Museum information, and other topics used for day-to-day reference by the Departments. The files include correspondence, clippings, notes, and ephemera and are arranged

alphabetically by subject. It should be noted that the files are somewhat disparate in nature and cover a long span of time (1960-1999).

Series V, "Administrative Files", consist of four boxes arranged chronologically spanning the years 1962-1998. Files include correspondence, newspaper and magazine clippings, press releases, exhibition schedules and memorandums and cover daily departmental activity as well as exhibitions and programs.

The collection has been processed using the *More Product, Less Process* methodology and has been organized to the series level.

## Arrangement

Arranged into five series: 1. Exhibitions and Programs. 2. Exhibitions. 3. Programs. 4. Research Files. 5. Administrative.

### **Administrative Information**

#### **Publication Information**

Archives and Manuscripts Collections, The Baltimore Museum of Art January 17, 2013

#### **Restrictions on Access**

All records are closed to outside researchers for 10 years. See Archives Access Policy for more detailed information.

#### **Restrictions on Use**

The Marketing and Communications Departments Records are the physical property of the Archives and Manuscripts Collections, The Baltimore Museum of Art. Copyright, except in cases where material has passed into the public domain, belongs to the authors or their legal heirs and assigns. For further information, consult a Library staff member.

#### **Provenance**

Transferred from the Marketing and Communications Departments to the Archives at a previous date unknown and in 2012.

### **Processing Information**

Processed by Anna J. Clarkson in 2013.

# **Controlled Access Headings**

### **Corporate Name(s)**

• Baltimore Museum of Art. Marketing and Communications Departments..

### Genre(s)

- Advertisements
- Photographs
- Reports

### Subject(s)

- Art education
- Art museum visitors
- Art museums -- Exhibitions
- Clippings
- Press releases
- Special events -- Marketing
- Special events -- Planning

# **Collection Inventory**

### Chronological Files 1970 - 1998 (Bulk, 1970-1991) [11 boxes]

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#### **Box List**

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Box 60 1975 - 1978

Box 61 1978 - 1980

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Box 64 1985 - 1987

Box 65 1987 - 1989

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Box 69 1991-1991, 1992, 1997-1998

#### **Scope and Contents**

The Chronological Files series numbers 11 boxes and dates from 1970 - 1997 with the bulk of materials from 1970 - 1991. The chronological files are arranged in chronological order and reflect departmental activities as well as press coverage of the Museum's exhibitions, programs, and newsworthy events. The files contain correspondence, clippings, and press releases.

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