

Education Department Records

BMA.23

Finding aid prepared by Anna J. Clarkson and Emily Rafferty

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Describing Archives: A Content Standard

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Archives and Manuscripts Collections, The Baltimore Museum of Art
2013, 2015
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Summary Information

Repository	Archives and Manuscripts Collections, The Baltimore Museum of Art
Creator	Baltimore Museum of Art. Education Department.
Creator	Boas, Belle
Creator	Clark, Linda Day
Creator	Globensky, Brigid
Creator	Long, Glenn
Creator	Perkins, Allison
Creator	Shelnut-Hendrick, Stacey
Title	Education Department Records
Date [bulk]	Bulk, 1943-2005
Date [inclusive]	1913-2012
Extent	90.8 Linear feet (95 boxes)
Language	English
Abstract	The Education Department records reflect the activities of the Department from 1913 to 2010, the bulk of them from 1943 to 2004, and span 90.8 linear feet. The records consist of a wide variety of material including correspondence, photographs, reports, and research material. The majority of records are dedicated to exhibitions, programs, and subject files.

Preferred Citation

Education Department Records, Archives and Manuscripts Collections, The Baltimore Museum of Art

Institutional History Note

While an educational program was part of the BMA's activities from the time its doors opened in 1923, the Director, part-time staff, or educators from the Baltimore City public schools led tours and taught art classes. The program was formalized in 1928 and Ula Milner was hired as Educational Curator. Milner resigned her position to get married in 1929 and was replaced by Matilda McComas, who served variously as Education Curator, Children's Curator, and Curator of the Junior Museum from 1929 to 1942. In addition to leading story hours, teaching sketch classes, and giving lectures, McComas developed exhibitions of children's artwork and materials of interest to children in the museum's Children's Room. The name of the space was changed to the Junior Museum in December 1939.

After McComas left for a position at the New York Public Library, Belle Boas was hired as Director of Education in 1943. An experienced art educator from Teachers College at Columbia University, Boas wrote *Art in the School* (1926) as well as numerous other publications about art education topics and was well-regarded and influential in the field. She continued at the BMA, building an education program that served as a model for many others in the US, until her death a few days before her retirement in 1953. One of Boas' most important legacies was her work with collector Saidie A. May to open the Saidie A. May Young People's Art Center in 1950.

Robert Wirth took on the position of Curator of Education after Boas' death in December 1953 and continued in that position until leaving in 1957. Jack Payne Stephens, formerly an Education Assistant, was promoted to Curator of Education in 1957, managing the department until his retirement in 1970. Ruth Perlin became Chief of Educational Services until Glenn Long was hired as the head of the department in September 1970. He left the museum in 1977. Following Long in leading the Department were: Judith E. Sobol (1977-1978), Susan S. Badder (1979-1989), Schroeder Cherry (1990-199?), Brigid Globensky (1996-199?), (Allison Perkins (1999-2006), and Anne Manning (2007-2015).

Chronology developed with the assistance of Intern Melissa Wertheimer.

Scope and Contents

The Education Department records reflect the activities of the Department from 1913 to 2010, the bulk of them from 1943 to 2004, and span 90.8 linear feet. The records consist of a wide variety of material including correspondence, photographs, reports, and research material. The majority of records are dedicated to exhibitions, programs, and subject files.

The records were created by Education Department staff members as well as heads of the department including: Susan S. Badder, Belle Boas, Glenn A. Long, Anne Manning, Ruth R. Perlin, Jack Payne Stephens, and Robert Wirth.

Arrangement

Arranged into eight series: 1. Annual Reports and Statistics. 2. Correspondence. 3. Joshua Johnson Council. 4. Exhibitions. 5. Exhibitions, Traveling. 6. Programs. 7. Subject Files. 8. Renovations and Reinstallations.

Administrative Information

Publication Information

Archives and Manuscripts Collections, The Baltimore Museum of Art 2013, 2015

Revision Description

The revision encompassed detailed processing of materials dated before 1971 in the Annual Reports and Statistics, Correspondence, Exhibitions, and Subject Files series. 2015

Restrictions on Use

The Education Department 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. The Education Department Records are closed to outside researchers for 25 years from the date of creation unless otherwise indicated in the Archives Access Policy. For further information, consult a Library staff member.

Provenance

Some materials were transferred from the Education Department between 2005 and 2012. Additional material was found in the Archives in 2013.

Processing Information

Processed by Anna J. Clarkson in 2013 using the *More Product, Less Process* methodology. In 2015, Emily Rafferty processed the materials through 1970 in detail and revised the finding aid.

Controlled Access Headings

Corporate Name(s)

- Baltimore Bibliophiles.
- Baltimore Museum of Art
- National Committee on Art Education. (U.S.)

Genre(s)

- Articles
- Budgets
- CD-ROMs
- Color slides
- Correspondence
- Drafts (documents)
- Electronic mail messages
- Financial records
- Floppy disks
- Guest books
- Photographs
- Reports

Personal Name(s)

- Catlett, Elizabeth, 1915-
- Clark, Sonya
- Driskell, David C.
- Fuller, R. Buckminster, (Richard Buckminster), 1895-1983
- Gottfried, Ellen
- Heller, Sally
- Low, Joseph, 1911-2007
- Lowenfeld, Viktor
- May, Saidie Adler, 1879-1951
- Ringgold, Faith
- Scott, Joyce, 1948-
- Valakos, Dorothy

Subject(s)

- African American art
- Art and older people
- Art education
- Art museum visitors
- Art museums -- Exhibitions
- Audioguides
- Education -- Museums
- Jazz
- Joshua Johnson Endowment Fund
- Museum docents
- Museum outreach programs
- Museum publications
- Museums and older people
- Performing arts--Audiences
- Publicity
- Questionnaires
- Volunteer workers in museums

Collection Inventory

Annual Reports and Statistics. 1947-1991 1.7 Linear feet (2 boxes)

Scope and Contents

The Annual Reports and Statistics series contains documents reporting the Education Department's monthly and annual activities including program attendance. Some reports contain detailed lists of programs, identification of groups attending, where they were held, and attendance figures.

The reports' coverage begins in September 1947 and is inconsistent through May 1954. There are no reports from June 1954 to June 1968. The bulk of the material dates from July 1968 through 1991.

Box

1947 Sep-1971 Jun. (Bulk, 1947-1952)

78

1971-1991.

1

Correspondence. 1944-1977 4.4 Linear feet (10 boxes)

Scope and Contents

The Correspondence series dates from 1944 to 1977 and contains letters detailing Education Department activities from the most routine requests for information to planning major programs.

The correspondence consists of both incoming and outgoing material from Ruth R. Perlin, Glenn A. Long, Belle Boas, Robert Wirth, and Jack Payne Stephens; all of whom served as head of the Education Department.

Topics represented include organizing exhibitions and programs, requests from outside organizations for talks by BMA staff, and coordinating with performers for events at the museum. Other notable subjects

Correspondence.

are a project to work with Baltimore's Junior League to provide docent tours for the public—the origin of the BMA's Docent Program, still operating in 2015; efforts to organize groups such as a "Design Council" in Baltimore and the Baltimore Bibliophiles; staff involvement in the Museum of Modern Art's Committee on Art Education (also found in the Subject Files series); and purchase or gift of works of art for the Junior Museum and Saidie A. May Young People's Art Center.

The series includes letters from artists such as Dorothy Liebes, Georgette Chen, Heinz Warneke, Bent Lane, Merle Shore, Emma Lu Davis, Joseph Low, and Prentiss Taylor; collectors such as Saidie A. May and Richard Boese; and educators at other art museums such as Victor D'Amico at the Museum of Modern Art, Marion F. T. Johnson at the Delaware Art Center, and Juanita Kenda at the Honolulu Academy of Arts. The latter group often consist of requests for information about how programs or facilities were run at the BMA and the outgoing responses offer much insight into the Education Department's methods and procedures as well as successes and challenges.

Very little correspondence exists from 1952 and what is in the series includes only outgoing letters from Robert Wirth. In addition, few letters have been found from December 1956 through 1959 and no letters have been found that date from 1960 to 1966. In general, the correspondence from the 1950s is routine, concerning arranging tours and classes, requests for publications from local teachers, and thank you notes from school classes about visits to the museum. Much of it has been retained because so few other BMA records from this time period exist and these records may offer insight into museum operations that is not otherwise available. As required by the BMA's Records Retention Schedules, hiring and personnel records have been weeded, as have the most routine correspondence such as office supply orders and unfilled information requests.

Correspondence may also be found in the Exhibitions series as well as a small amount in the Subject Files series.

Arrangement

The series is arranged in chronological order.

Some correspondence from Saidie A. May was filed separately within this series, but to aid in locating all of this important documentation, it was moved to the Subject Files series (May, Saidie A.).

Box

Joshua Johnson Council.

1944-1949.	2, OS3
1950-1953 Feb.	72
1953 Mar-1954 Jun.	73
1954 Jul-1955 Sep 20.	74, OS3
1955 Sep 21-1956 Jul.	75, OS3
1956 Aug-1968 Feb.	76, OS3
1968 Mar-1970.	77, OS3
1971-1977.	3, OS4
Joshua Johnson Council. 1979-2007 7.5 Linear feet (6 boxes)	
Arrangement	
The files are arranged in chronological order.	
Scope and Contents	
The Joshua Johnson Council series consists of material detailing the activities of the BMA's support group for members interested in African-American art.	
	Box
1979-1984.	5

Exhibitions.

1984-1985.	6
1986-1996.	7
1996-2000.	8
2001-2002.	9
2003-2007.	10

Exhibitions. 1943-2010 21.3 Linear feet (20 boxes, 2 oversize boxes)**Arrangement**

The files are arranged in chronological order by exhibition year.

The original order of the files was inconsistent and correspondence about exhibitions was filed both in this series and in the Correspondence series. This order was retained because of processing time constraints and researchers interested in seeing the entirety of the materials about a particular exhibition should review both series.

Scope and Contents

Files in the Exhibitions series date from 1943 to 2010 and include planning information, invitation lists, drafts, essays, correspondence, and research for exhibitions and exhibition-related activities coordinated by Education Department staff. The series contains information on both realized and unrealized exhibitions.

Exhibitions include those organized by the Education Department and circulating exhibitions borrowed from other institutions. The records for the BMA-organized exhibitions are predictably more extensive and include materials such as research notes, correspondence, lists of objects, label copy, clippings and publications, and ephemera. Notable BMA-organized exhibitions include *A to Z—The Story of the Alphabet*, *Changing Conceptions of Space*, *Creative Toys*, and *In the Sky, In the Sea*. These larger

Exhibitions.

exhibitions often involved works of art from the BMA's collection as well as loans from collectors (mostly local) or other museums. The unrealized Douglass Howell exhibition files are significant for Howell's use of his handmade paper in correspondence with department staff.

Because limited information is available about most of these exhibitions, original wall labels, when they exist, have been retained, for example for *They Came Bearing Gifts (Offerings and Gifts)*.

Box

Unidentified and general material related to exhibitions. 1940s.

11

Unidentified dance or stage design exhibition. 1940s or 1950s.

11

Unidentified Mexican art exhibition. 1940s or 1950s.

11

Living Masters of the Past (1943). 1943, circa 1943.

11

The Arts in Therapy (1943). 1943, circa 1943.

11

Art in the Countries South of Us (1944). 1943-1944.

11

Dolls and Toys (1944). 1944.

11

Art for Young People (1944). 1944.

11

Milwaukee Handicraft Project (1944). 1944 May-Nov, circa 1944.

11

Visual History: The Renaissance In England and France (1944). 1944.

11, OS5

Christmas Story in Art (1945). 1940, 1945, circa 1945.

11

Exhibitions.

<i>Soviet Children's Art</i> (1945). 1944-1945.	11, OS5
<i>Art in Puppetry</i> (1946). 1946.	11
<i>Artist's Zoo: Woodcuts by Charles Smith</i> (1946). 1946.	11
<i>By Land, Sea and Air: A Transportation Exhibition</i> (1946). 1946.	11
<i>Paintings and Drawings by William Calfee</i> (1946). 1946.	11
<i>Children's Art</i> (1946). 1946.	11
<i>Public School Art</i> (1947). 1947.	11
<i>Journey of Marco Polo</i> (1947). 1946-1950, circa 1947.	11
<i>On Being a Cartoonist</i> (1947). 1947.	11
<i>Arts of South America</i> (1947). 1947, circa 1947.	11
<i>Circus Comes to Town</i> (1947). 1947-1948, circa 1947.	12
<i>Belgian Children's Art</i> (1948). 1947 Dec-1948 Apr.	12
<i>Design in Nature</i> (1948). 1943, 1947 Sep-1948 Sep, circa 1947.	12
<i>Paintings by French Children</i> (1948). 1948 Feb-Sep, circa 1948.	12, OS5

Exhibitions.

<i>Contemporary Children's Book Illustrations</i> (1948). 1948.	12
<i>Castle and the Town-Secular Life of the Middle Ages</i> (1949). 1948 Sep-1949 Mar.	12
<i>Pictorial Panels in Appliqué from Austria</i> (1949). 1949-1950.	12
<i>Paintings by Children of Palestine</i> (1949). 1948-1949, circa 1949.	12, OS5
<i>First Maryland Salon of Natural Science Photography</i> (1949). 1949.	12
<i>A to Z—The Story of the Alphabet</i> (1949). 1949 Sep, circa 1949.	12, OS5
<i>Small Scale Furniture from the Collection of Mrs. L. Manuel Hendler</i> (1949). 1949.	12
<i>American Indian Clothing</i> (1950). 1949 Oct-1950 Jul, circa 1950.	12, OS5
<i>Barnyard Zoo</i> (1950). circa 1950.	12, OS5
List of exhibitions. 1950-1953.	79
<i>Art Schools, USA 1950</i> (1950). circa 1950.	79
<i>Journey to Faraway Places/Art of Primitive and Exotic Peoples</i> (1950). 1950.	79, OS5
<i>Turkish Children's Paintings</i> (1951). 1951 Jan-Nov, circa 1951.	79
<i>Indoor Games, Past and Present</i> (1951). circa 1951.	79

Exhibitions.

<i>Vincent Van Gogh, Artist</i> (1951). circa 1951.	79
<i>Sculpture: Materials and Tools</i> (1951). circa 1951.	79
<i>Changing Conceptions of Space</i> (1952). 1951 Feb, circa 1952.	79, OS5
<i>They Came Bearing Gifts (Offerings and Gifts)</i> (1952). 1947, 1952 May-1953 Jan, circa 1952.	79, OS5
<i>Japanese Children's Paintings</i> (1952). 1952 Apr-Jun.	79, OS5
<i>Marvels by Mildred Burrage</i> (1952). 1952 Feb-Mar.	79
<i>Birds and Flowers</i> (1952). circa 1952.	79
<i>Alice and Martin Provensen, Illustrators</i> (1953). 1953 Jan-1954 Feb, circa 1953.	79, OS5
<i>German Children's Art</i> (1953). 1952 May-1953 Mar.	79
<i>American Indian Art from the Florence Reese Winslow Collection</i> (1954). 1946, 1953-1954, circa 1954.	80
<i>In Colonial Times</i> (1954). circa 1954.	80
<i>Creative Toys</i> (1954). 1946, 1953-1955, circa 1954.	80, OS5, OS6
<i>In the Sky, In the Sea</i> (1954). 1943, 1947, 1949, 1951, 1953-1954, circa 1954.	80

Exhibitions.

<i>Paintings by Children from 45 Countries</i> (1954). 1954.	80, OS6
Douglass Howell (unrealized). 1951, 1954-1956, circa 1954.	80
Art in Mathematics (unrealized). 1955 Jun-Jul.	80
<i>Earth and the Artist</i> (1955). 1945, 1948, 1951, 1955, circa 1955.	81
<i>Christmas Show</i> (1955). 1955, circa 1955.	81, OS5
<i>Children's Book Festival</i> (1955). 1954-1955.	81, OS5, OS6
<i>Museum Menagerie</i> (1956). 1956, circa 1956.	81, OS5
<i>Design and Printing for Commerce, the Fifty Advertisements of the Year</i> (1957). 1956 Jun-1957 Apr.	81
<i>Children's Books—Old and New</i> (1960). 1948, 1960-1961, circa 1961.	OS5
<i>Vincent Van Gogh: Paintings and Drawings</i> (1970). 1970 Oct, circa 1970.	81
1971-1979.	13
1979-1986.	14
1989-1995.	15

Exhibitions, Traveling.

1996-1997.	16
1997-1998.	17
1998-1999.	18
Joyce Scott. 2000.	19-20
2000-2001.	21
2002.	22
2002-2004.	23
2004-2005.	24
2005.	25-26
2006-2010.	27

Exhibitions, Traveling. 1967-1984 7.5 Linear feet (6 boxes)**Scope and Contents**

The "Exhibitions, Traveling" series files date from 1967-1989 and consist of 6 boxes. The files are arranged in chronological order by exhibition year. The records include planning information, checklists, venue information, press releases, invitation lists, essays, correspondence, and research related to the series of grant funded traveling exhibitions produced by the Museum from the 1960s- 1980s. The series contains information on both realized and unrealized travelling exhibitions.

Programs.

	Box
1967-1975.	28
1975-1978.	29
1978.	30
1978-1980.	31
1980-1981.	32
1981-1984.	33

Programs. 1971-2012 38.3 Linear feet (30 boxes, 2 oversize boxes)**Scope and Contents**

The "Programs" series files date from 1971-2012 and consist of 32 boxes. The files are arranged in alphabetical order by program name. The records include planning information, invitation lists, essays, correspondence, and research related to non-exhibition related activities coordinated by the Education Department. The series contains information on both realized and unrealized programs.

	Box
Adult Classes—Guide and Goucher Slide Lists.	33
Artists in Residence (AIR).	34

Programs.

Children's Programs.	35
Dance on the Edge—Feast, Famine, and the Female Form.	36
Free First Thursdays—Freestyle.	37
Festival Chamber Players—Folger Consort.	38
Freestyle—Jazz.	39
Johns Hopkins University Fellows—New Lexington Terrace Joint Venture.	40
Off the Walls.	41
Oh Say Can You See—Seniors.	42
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Seventy-Fifth Anniversary—Summer.	45
Teacher Services—Family Programs FY06.	46
Visualize a Future.	47-48
Internships/Summer Internships.	49-52
Docents. 1970s-2000s	53-59, 62

Subject Files.

Docents, Inactive Files. 1965-2012	60
Docents, Junior Docents. 1999-2000	61-62, OS1
Senior Citizens Correspondence—Northwestern High School Humanities Program.	OS2

Subject Files. 1913-1997. (Bulk, 1943-1957) 8.8 Linear feet (14 boxes, 2 oversize boxes)**Arrangement**

The files are divided into three chronological groupings (1940-1970, 1971-1989, and 1990-1997). Within each group, they are arranged in alphabetical order.

Materials in the Subject Files series were generally disorganized and some rearrangement as well as titling and retitling of folders was necessary. In addition, folder titles often did not accurately reflect the contents of the folder. For example, one folder titled Painter-Cezanne contained a card with notes about Cezanne, but the majority of the materials were about French art from the 17th to 20th centuries. The folder title was changed to French Art, a label found on many of the materials.

Scope and Contents

The Subject Files series spans the years 1940 to 1997. Of particular interest is research compiled by Director of Education Belle Boas for exhibitions and programs such as art classes and lectures she presented at the Museum during her tenure from 1943 to 1953. This material makes up the majority of the subject files from 1940 to 1970.

Notes, likely for lectures on various topics. Some seem to date from Belle Boas' tenure at Teachers College and are marked Horace Mann. Also included are notes taken by Boas on books and articles and during lectures she attended. Some notes mention that they are for a lecture or include a date or location at the top of the page, but often the intended use of the notes is not clear. Undated notes in Boas' handwriting have been broadly dated 1940s or 1950s on the assumption that they are from her time at the BMA.

Subject Files.

<p>Drafts and final copies of articles, both published and unpublished.</p> <p>Photographs of art by children and of interest for lecture topics. Notable are photographs of Ryah Ludins' mining industry mural in Michoacan, Mexico and works by Ruth Penington, Edith Hamlin, and Clare Fontanini. Photographs of Boas and exhibition installations are housed in the People Photograph Collection and Exhibitions Photograph Collection.</p> <p>Some financial and administrative information related to the Department can be found in this series filed under Requisitions, Requisitions—Teachers, and Schedule—Draft, Schedule—Final, and Schedule—Other.</p>	
	Box
"Activities for Children of Elementary School Age." circa 1950s.	64
Adult Art Classes. circa 1956.	64
Adult Education Conference. 1951.	64
Adult Education Council. 1951, 1953-1954.	64
American Society for Aesthetics Membership. 1951.	64
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Subject Files.

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Art Appreciation. 1940s or 1950s.	64
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Art Creeds. 1936, 1941, 1943, circa 1940s.	64
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Art in American Life, 1864-1890. circa 1947.	64
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Subject Files.

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Baltimore Collections. 1939, 1942, circa 1940s.	65, OS6
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Belle Boas Fund. 1954-1955, circa 1954.	65
Belle Boas Memorial Collection. 1954 Mar-Nov, 1955.	65
Bibliography—Slides, Prints, Language, Libraries, Photos, St. John's List, etc. 1936, 1943, 1947, 1949-1951, 1940s or 1950s.	65, OS3
BMA History. circa 1951.	65
Children as Artists. 1913, 1929, 1944-1948, 1950, 1953, undated.	65, OS6
Children's Art. circa 1950, 1953, circa 1953, circa 1958.	65, OS3
Children's Pictures. 1944, 1949, 1940s or 1950s.	66, OS6
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Subject Files.

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Crafts. 1949, 1940s or 1950s.	66
"Crafts in America Today." 1952-1954, circa 1954.	66
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Decorating Course—Glen Martin. 1944.	67
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Subject Files.

Design in Painting. 1940s or 1950s.	67
Ecclesiastical Robes. 1940s or 1950s.	67
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Glass. 1940s or 1950s.	67
Gothic Art. 1940s or 1950s.	82

Subject Files.

Graphic Arts. 1926-1927.	82
History Lecture. 1954.	82
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International School of Art, Mexico—Mrs. Pratt, Mrs. Hernandez. circa 1940s.	OS3
Interrelationships of the Arts. circa 1948.	82
Installations, Honolulu. 1948.	82
Junior League Lecture. 1951.	82
Junior Museum—Department Activities and Equipment. 1942, 1944-1945, 1947-1948, 1940s-1950s.	82, OS3
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Learning to See Design. 1938, 1941, 1946, 1940s or 1950s, 1953, circa 1953.	82, OS3
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Subject Files.

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May, Saidie A. 1938, 1944-1946, 1948-1950, undated.	82
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Subject Files.

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