



10 Art Museum Drive  
Baltimore, MD 21218

## Spring 2022 Internship Program

### **Library & Archives Internship**

Our Library & Archives department is seeking an Intern to assist with reference, circulation and cataloguing services. The Intern will gain experience working on library and archival research requests and be given insight into the day-to-day operations of circulation services including paging resources, checking-in and discharging materials. Projects will include copy cataloguing and enriching library MARC records.

### **Responsibilities**

- Scanning library and archival resources.
- Serial control, including checking-in new materials.
- Rehousing materials according to arrangement plans.

### **Preferred Qualifications**

- Strong organizational skills
- Writing/Communication skills
- Research abilities
- Database experience

### **Proposed Schedule**

- This position will work onsite.
- This position will meet during the week.

### **Apply**

Please [download the Application Instructions](#) to learn how to apply for this position. If you have any questions or concerns, you may contact us at [internships@artbma.org](mailto:internships@artbma.org).