BMA

BALTIMORE
MUSEUM OF
ART

10 Art Museum Drive
Baltimore, MD 21218

Summer 2023 Internship Program

Curatorial: Contemporary Collection Intern

The BMA's Contemporary Department is seeking a detail-oriented Intern to assist with an initiative to update object and constituent records for the growing collection of over 500 paintings, sculptures, and time-based media works dating from 1960- the present.

The Intern will also assist with the acquisition process by populating various presentation formats with relevant information and may be asked to research and write about art history, artists and artwork in support of contemporary acquisition proposals.

Responsibilities
• Research/update constituent demographics
• Research objects in contemporary collection
• Update object records
• Produce collection checklists and demographic reports
• Update PowerPoint, Word, AirTable, and Excel records with accurate information
• Provide additional department support as needed, including research and administrative tasks

Preferred Qualifications
• Writing / Communication skills
• Strong research experience
• Organizational skills
• Familiarity with Office 365 systems a plus
• Experience with TMS or collections database a plus

Proposed Schedule
• This position will work onsite at the BMA.
• Working days will be during the week (no weekends).

Apply
Please see below for more program details and how to apply. All application materials must be submitted by **Sunday, May 7th, 2023.**

Summer 2023 Internship Details & Application Instructions

Eligibility

Applicants must meet one of the following criteria:

- Currently enrolled in an accredited Graduate or Undergraduate Program
- Recent graduate from an accredited program (within 5 years)
- PhD candidate

Please note that if an Internship has a specific education requirement, that will be clearly indicated in the description.

Commitment

The information below indicates general scheduling and commitment requirements for our Internship Program:

- Selected candidates will be expected to work from **June 26-August 18, 2023**.
- Most positions will meet **2-3 days per week*.**
- Interns will work **15 hours per week**.
- If you require a specific number of hours or are planning to do this Internship for credit, please state your hourly requirements in your cover letter.

  * A unique schedule will be created with each selected candidate based on their availability.

BMA Internship Program Stipend

Baltimore Museum of Art Interns are awarded a $1,000 stipend. The stipend is distributed in two installments throughout the Internship.

Required Application Materials

Please submit the following documents to complete your application:

- Cover Letter
- Resume
- Reference: contact details should be listed on either your resume or cover letter
- Applicants applying for a Graphic Design position must also include a link to their portfolio.

Application Deadline

All materials must be submitted by Sunday, May 7th, 2023.

Summer 2023 Internship Details & Application Instructions

<u>Submitting Application Materials</u>
Materials may be sent via the following options (please only choose one submission option):

- You may upload and submit your documents through the following form:
  - https://form.jotform.com/222776153016049

- You may send your documents to the following e-mail address:
  - internships@artbma.org (please indicate the position or positions you are applying for in the subject line).

<u>Notification of Decision</u>
The application review process will begin on Monday, May 8th. Applicants selected for an interview will be notified in the weeks following that date. All applicants will be notified when a position has been filled.

Any additional questions may be sent to internships@artbma.org. Please, no phone calls.