



BALTIMORE
MUSEUM OF
ART

10 Art Museum Drive
Baltimore, MD 21218

Summer 2023 Internship Program

Curatorial: European Painting & Sculpture Intern

The BMA's European Painting and Sculpture Department is seeking an Intern to assist with researching and cataloguing works produced between 1400-1800. The Intern will research individual objects to create thorough records including bibliographic references, exhibition histories, and provenance information.

They will also evaluate and organize existing research to ensure accuracy in our TMS (The Museum System) database. The Intern will play an integral role in the department's ongoing efforts to make the collection more widely available to the public.

Responsibilities

- Research and catalogue selected works from the collection
- Create hardcopy and digital research files
- Input data accurately into TMS (The Museum System)

Preferred Qualifications

- Writing / Communication skills
- Ability to conduct highly detailed, independent research
- Organizational skills
- Experience working in database systems
- Knowledge of a European language a plus

Academic Requirement

This position requires applicants to be enrolled in a Graduate Program or to have recently obtained their Graduate Degree within the last five years. PhD candidates are also encouraged to apply.

Proposed Schedule

- This position will work a hybrid schedule (onsite at the BMA and remotely).
- 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

Submitting Application Materials

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).

Notification of Decision

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.