**BALTIMORE MUSEUM OF ART**

10 Art Museum Drive
Baltimore, MD 21218

## Library & Archives: Archival Processing Intern

The BMA's Library and Archives Department is seeking an Archival Processing Intern to process manuscripts and/or institutional records. The Intern will be involved in all aspects of archival processing including arrangement and preservation as well as the creation of EAD-encoded finding aids and MARC21 format records. The Intern will also scan and create metadata for selected materials to create more robust searching methods.

The Intern will gain experience with archival standards, preservation methods, and software such as ArchivesSpace and CONTENTdm. The position may also work on other department projects, as assigned.

### Responsibilities
• Organize and process institutional records
• Scan and create metadata
• Gain experience in archival software

### Preferred Qualifications
• Strong organizational skills
• Experience working in a database
• Writing/Communication skills
• Customer service experience

### Education Preference
• Applicants should be enrolled in or recent graduates of an undergraduate or graduate program in library science, art history, history or a related field.

### Proposed Schedule
• This position will work onsite
• This position will meet 2-3 days per week

### Apply
Please see below for more program details and how to apply. All application materials must be submitted by **Sunday, April 28th, 2024.**

ArtBMA.org

# Summer 2024 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 10-August 16, 2024**.
- Most positions will meet **2-3 days per week***
- Interns will work **12 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 $2,000 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, April 28th, 2024.

# Summer 2024 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 after the application deadline has closed. 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.**