



10 Art Museum Drive  
Baltimore, MD 21218

## Summer 2024 Internship Program

### **Curatorial: Contemporary Intern**

The BMA's Curatorial Department is seeking a Contemporary Intern to assist with the Artist Interview Project. The purpose of this project is to gain insight into the artist's practice, intention, and proper installation of their work. These details will allow the BMA to better house, preserve, and showcase their work for future generations.

The Intern will gain experience in interview transcription, database organization, and collection research and documentation. The position may also work on other department projects, as assigned.

### **Responsibilities**

- Interview transcription
- Database organization
- Collection research and documentation

### **Preferred Qualifications**

- Strong organizational skills
- Experience working in a database
- Writing/Communication skills

### **Education Preference**

- Applicants should be enrolled in or recent graduate of a graduate program or PhD candidate.

### **Proposed Schedule**

- This position will work a hybrid schedule
- 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 28<sup>th</sup>, 2024.**

# Summer 2024 Internship Details & Application Instructions

## **Eligibility**

Applicants must meet one of the following criteria:

- Currently enrolled in an accredited Graduate 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 28<sup>th</sup>, 2024.

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## **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](mailto: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](mailto:internships@artbma.org). Please, no phone calls.**