



BALTIMORE  
MUSEUM OF  
ART

10 Art Museum Drive  
Baltimore, MD 21218

## Summer 2026 Internship Program

### **Library & Archives: Library Intern**

The BMA's Library & Archives Department is seeking a Summer Intern to acquire hands-on skills, practical experience, and well-rounded experience related to core Library functions including reference, circulation and technical services in an art library environment.

The Intern will learn cataloguing procedures and systems such as copy-cataloguing MARC-21 format publications, OCLC Connexion, and SIRSIDynix Workflows. This work will also include learning the application of controlled vocabularies including Library of Congress standards (LCNAF & LCSH) which will provide the Intern with knowledge of best practices in the archiving field. The position may also work on other department projects, as assigned.

### **Responsibilities**

- Assist staff and visitors with answering research questions
- Locating and retrieving materials in the Library
- Discharging returned library resources and re-filing in the stacks
- Checking-in and filing periodicals as they arrive to the Library
- Assisting with responding to interlibrary loan requests including scanning library resources and learning basic scanning methods for digitizing printed materials

### **Preferred Qualifications**

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

### **Proposed Schedule**

- This position will be onsite
- This position will meet 2-3 days during the week

# Summer 2026 Internship Details & Application Instructions

## **Apply**

Please see below for more program details and how to apply. All application materials must be submitted by **Sunday, May 3rd, 2026**.

## **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.

Selected candidates, hired for an internship, will be asked to complete a background screening and drug screening (at the BMA's expense). This is a part of our routine onboarding process.

## **Commitment**

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

- Selected candidates will be expected to work from **June 29-August 21, 2026**.
- Most positions will meet **2-3 days per week\***
- Interns will work **15 hours per week (120 hours total)**
- 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 \$2,100 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(s): contact details should be listed on either your resume or cover letter

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## **Application Deadline**

All materials must be submitted by [Sunday, May 3rd, 2026](#).

## **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 ended. 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.

## **JJC Stipend**

Thanks to a generous gift from the [Joshua Johnson Council](#), one Intern will be selected to be funded through their program. In addition to the stipend, the selected candidate will have the opportunity to connect with the Council to network with professionals who are working to uplift BIPOC artists and arts professionals. The JJC recipient will join the Council during one of their regularly scheduled meetings and give a brief presentation of the project they worked on during their time at the BMA.

**Any additional questions may be sent to [internships@artbma.org](mailto:internships@artbma.org). Please, no phone calls.**