



The BMA Summer Internship Program 2012

BMA Internships offer undergraduate and graduate students the opportunity to contribute to ongoing museum projects and activities at the same time that they learn how museums function. Students are introduced to various types of work that are possible in a museum environment and develop mentor relationships as they pursue educational and career goals.

ELIGIBILITY

Undergraduate and graduate level students are encouraged to apply. High school seniors with recommendations from institutional advisers will also be considered. Priority is given to students enrolled in colleges and universities in the Baltimore area, students enrolled at colleges and universities in Maryland, and Baltimore residents attending school out of state. The BMA is dedicated to a culturally diverse internship group and encourages students from all backgrounds to apply.

REQUIREMENTS

Interns must commit to working a minimum of 10 hours per week beginning in early June and ending in August. Specific hours and start-and-end dates will be negotiated between the supervisor and intern. Interns must attend orientation on Friday, June 15 plus two additional meetings with key BMA staff, to be chosen from the following four Fridays: July 6, July 20, August 3, and August 10.

SELECTION PROCESS

Education staff will review each application to determine eligibility. Applications will then be distributed to prospective supervisors from the BMA departments that intend to host interns. Supervisors will contact selected applicants for an interview.

APPLICATION REQUIREMENTS

Your application should include:

1. A cover letter stating your interest in at least three internship positions (in order of preference) and a description of what you hope to learn from your internship experience. In stating your preferences, consider one of the departments that may not be within your primary area of interest. This will increase the possibility of your being offered a position. Please indicate if you are applying for one of the paid internships listed below.
2. A current resume that includes your mailing address, email address, telephone numbers, and work and volunteer experience.
3. Academic transcript.
4. A letter of reference from a teacher, professor, or superior.

DEADLINE

To be considered for an internship, application materials must be completed per the above requirements and received at the BMA by **Monday, March 5, 2012**. See "Submitting Your Application" below.

NOTIFICATION

You will receive an email on or before April 6, 2012 advising you whether your application for a summer internship has been accepted. *We will not be able to return phone calls.*



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REFERENCE LETTER

The letter must be received at the BMA by Monday, March 5, 2012. Letters of reference may be written by a teacher, professor, or superior. A reference letter must be sent in one of the two following ways:

- By email to int2012@artbma.org. Subject Line: "Letter of Reference. Candidate's first and last name." OR
- In hard copy format, included with the candidate's application or sent directly by the reference to the BMA at the address below.

In either case, the reference should include the following in the body of the letter:

- Candidate's first and last name, home address, phone number, and email address.
- Reference's first and last name, institution address, contact phone number, and email address.
- A statement explaining how the reference is associated with the applicant.
- A description of a project that the applicant worked on that would highlight his or her skills.
- An explanation of why the applicant is well suited for a BMA internship.

SUBMITTING YOUR APPLICATION

The completed application must be received at the BMA by Monday, March 5, 2012. A completed application must be sent in one of the two following ways:

- By email to int2012@artbma.org. Subject Line: "Internship Application. Candidate's first and last name." OR
- In hard copy format to:

Linda Andre, Education Department
RE: Internship Application
The Baltimore Museum of Art
10 Art Museum Drive
Baltimore, MD 21218

SUMMER 2012 INTERNSHIP POSITIONS

The majority of BMA internships are unpaid and students are responsible for arranging academic credit with their educational institutions. However, three interns who meet the specific eligibility requirements for the following funded positions will be paid accordingly and placed in one of the internship positions listed below.

The Joshua Johnson Council Internships: 2 positions at \$1,000 each

The BMA offers two positions aimed at increasing participation of minority groups who are underrepresented in the fields of museum programming and administration.

The Michael and Nancy Lytell Internship: \$4,600

Currently enrolled undergraduates (including graduating seniors) at The Johns Hopkins University are eligible to apply for this internship. Interns are expected to work a minimum of 30 hours per week for 10 weeks. JHU's Program in Museum and Society will participate in the selection of the Lytell Intern.