



Summer 2012 Internships

American Painting and Sculpture Internship, Department of Decorative Arts

The Department of Decorative Arts, American Painting and Sculpture Intern will assist with ongoing projects and participate in the department's daily activities. These activities typically include permanent collection and exhibition research and cataloguing, administrative duties, and other projects as deemed appropriate. Interns are typically assigned an ongoing project based on their interests and the department's needs to be completed by the end of the internship. Interns should have a background in art history or fine arts, American studies, or American history, be well versed in art-historical research techniques, and be able to use word-processing and spreadsheet programs. Interns will report to the Curatorial Assistant for Decorative Arts, American Painting and Sculpture.

Collections Management – Textiles Internship, Department of Decorative Arts

The Textiles intern will assist in daily office and collections management tasks which include the marking and storing of textiles under staff supervision. The intern will collect past exhibitions data from the records and enter it into the Museum's database in order to document past exhibitions histories. The intern will also enter Conservation reports into the Museum database. In addition, the intern will assist with ongoing object research for a large Textiles exhibition currently proposed for 2014-15.

Arts of Africa, the Americas, Asia, and the Pacific Islands Internship, Department of the Arts of Africa, the Americas, Asia, and the Pacific Islands

The Department of the Arts of Africa, the Americas, Asia, and the Pacific Islands Intern will assist with ongoing research and related tasks for the future reinstallation of the Arts of Africa, the Americas, Asia, and the Pacific Islands permanent collection galleries. The intern will also contribute to other departmental duties as needed and will be assigned projects that merge the department's needs with the intern's interests and abilities.

Photography Cataloguing Project Internship, Department of Prints, Drawings & Photographs

The Department of Prints, Drawings & Photographs is looking for one intern to assist with the cataloguing of the Museum's photography collection. Intern responsibilities will include entering appropriate information into TMS, the Museum's collection management database, as well as taking digital photographs. The candidate should have a background in art history or fine arts (though need not specialize in photography). The intern will work two days a week from June through August 2012.

Exhibitions Graphics Internship, Department of Installation

The Exhibition Graphics intern will assist with the archival storage and organization of didactic elements from past exhibitions. The project will include the translation of electronic graphics files from QuarkXpress into InDesign and pdfs, as well as output and organization of hard copy. Files to be archived include object labels, text panels, photo panels, and exhibition floor plans. Candidates should have a background in fine arts or graphic design and be familiar with the Adobe Creative Suite and QuarkXPress. The Internship will work between 8 and 10 hours per week, beginning on or after June 9 and ending August 10, 2012.

Lighting Design & Installation Internship, Department of Installation

The Department of Installation & Exhibitions is seeking a Lighting Design Intern to assist with the re-lighting of the Museum's Contemporary Wing prior to its re-opening in the fall of 2012. The intern will work directly with the Lighting Designer to execute design plans for the Museum's newly renovated spaces. The intern will be lighting works of art, as well as architectural spaces along with the Lighting Designer. This position will require the use of lifts, ladders, scaffolding units, and electrical lighting fixtures. The candidate should be pursuing a degree in general fine art, exhibition design, or lighting design (for exhibition, architectural spaces, or theatre). The candidate should also be familiar with modern design programs such as Adobe InDesign, and should be able to read simple design plans and execute small amounts of drafting.

Finance and Administration Department Internship, Department of Finance and Administration

The Finance & Administration Intern will have the opportunity to learn about non-profit financial management and will assist in the preparation for the Museum's annual audit. Responsibilities may include audit research, reconciling general ledger accounts, and preparing files for the auditor's review. The Intern will also have exposure to other areas of arts management and may assist in human resources projects as needed. Proficiency in MS Excel is required.

Images Services & Rights Intellectual Property Audit Internship, Department of Image Services & Rights

The Image Services and Rights Intern will coordinate with the IS&R Manager and Assistant in an intellectual property audit of modern and contemporary art at the BMA. Over the next two years the Museum will be renovating several galleries to provide visitors with a more dynamic, comprehensive, and of-the-moment look at the BMA's masterpieces. The intern's work will focus on the several hundred modern and contemporary artworks included in these gallery reinstallations.

Responsibilities will include compiling a list of artworks that have active copyright, researching and documenting artist/estate contact information, and contacting rights holders to obtain non-exclusive license agreements. Additional tasks may include updating copyright information in the Museum's database system and assisting with general department tasks. This internship is best suited for students who have an interest in modern and contemporary art, as well as intellectual property and copyright law.

Interpretation and Public Programs Internship, Department of Education

The Education and Interpretation Department seeks an intern to assist in developing interpretive materials and public programs for the reopening of the Contemporary Wing. The intern will work with the Manager of Interpretation to research, collect, and write content for the Museum's first Smartphone tour and assist with other aspects of the project. He or she will also conduct research on interactive learning spaces, studios, docent resource rooms, and education centers at museums across the country to inform the design of a new education space at the BMA. Working with the Director of Public Programs, the intern will assist in the development of events related to the opening of the Contemporary Wing, including a late night event and family day. The intern will also gain experience in a range of other education activities such as family programs, teacher resources, school programs, and more.

Membership and Development Internship, Department of Development

The Development Department Intern will assist in new and ongoing membership and development projects including, but not limited to, researching membership programs in comparably sized Museums, assisting in the production of materials for the Museum's reciprocal program, furthering and strengthening the Neighborhood Benefits Program, special event coordination and execution, representing the membership program at events and programs, and other related duties. The successful candidate will have excellent communication and organizational skills as well as proficiency with MS Excel and Word.

Public Relations/Marketing Internship, Department of Marketing & Communications

The Marketing & Public Relations Intern will assist in implementing promotional activities in support of expanding public awareness of the BMA's exhibitions and programs, especially the reopening of the newly renovated Contemporary Art Wing! Responsibilities will include assisting in the writing and distribution of press materials, producing and distributing marketing materials, assisting in planning and implementing community events, and providing administrative support. The Intern will also attend department team meetings and gain experience in a wide variety of specific marketing and communication skills.

Visitor Services Internship, Department of Visitor Services

The Visitor Services Intern will provide exemplary customer service and ensure welcoming and positive experiences for the Museum's visitors. Responsibilities include: greeting and orienting visitors to the Museum; assisting visitors and members with questions; promoting repeat visitation, program participation, and membership opportunities; soliciting visitor feedback and administering on-site surveys. The intern also assists in the coordination of administrative projects and departmental initiatives, such as research and compilation of data for reports and Volunteer Program support.

Applicants should be mature, responsible, customer service-oriented individuals who possess a positive attitude and excellent written and spoken communication skills. References should address applicants' patience, tact, flexibility, demonstrated service to others, and ability to work as a member of a team. Preference will be given to upper level college students (junior or senior) or college graduates with coursework in Art History. Proficiency with MS Outlook, Word, Excel, & PowerPoint required.