



The BMA Summer Internship Program

Internships at the BMA provide undergraduate and graduate students the opportunity to become familiar with how museums work and contribute to specific aspects of museum activity. These valuable learning experiences help to inform students of the various careers that are possible in a museum environment as well as develop mentor relationships as they pursue educational and career goals.

Eligibility

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

Requirements

Interns must commit to a minimum of 10 hours per week starting from early June and ending in August. Hours, and start and end dates are to be negotiated between the supervisor and intern. Interns must attend three scheduled meetings including orientation and other meetings with key Museum staff. These meetings occur on the following select Fridays: June 18, July 23, and August 6.

Selection Process

Education staff will review each application to determine eligibility. Applications will then be distributed to appropriate departments hosting interns during the summer. Respective departments will call applicants for an interview. Applicants will be notified two - three weeks after their interviews regarding the status of their applications.

Application Requirements

Your application packet should include:

1. A cover letter stating your interest in at least three internship positions in order of preference and what you hope to learn from your experience. 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 ideally from a teacher or professor.

Application Deadline: March 29, 2010

To be considered for an internship, application materials must be completed per the above requirements and be received by March 29, 2010.

Notification of Acceptance: By April 26, 2010

You will be contacted via email, notifying you of whether you have been accepted for a summer internship.

Due to limited resources, we will not be able to return calls.



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Letters of Reference

Letters of reference can be sent in hard copy format and included with the intern's application or by email with the following information included:

1. Email Subject Line: "Internship Application & candidate's first and last name"
2. Body of Email:
 - Intern's first and last name, home address, phone number and email address
 - Referee's first and last name, institution address, contact phone number and email address
 - A letter stating how you, the referee, is associated with the applicant, a specific project that you and the applicant worked on that would highlight his or her skills, and why you think the applicant would be well suited for a BMA Internship.

Send your completed application packet to:

Preston Bautista
Director of Public Programs
RE: Internship Application
The Baltimore Museum of Art
10 Art Museum Drive
Baltimore, MD 21218

Or electronically with "Internship Application and candidate's first and last name" in the subject line to: programs@artbma.org.

Summer 2010 Internship Positions

The majority of the BMA internships are unpaid and students are responsible for arranging academic credit with their educational institutions. However, 3 interns who meet the specific eligibility requirements for the following funded positions will be paid accordingly and placed in one of the internship offerings listed below.

Paid Internships

The Joshua Johnson Council Internships: 2 positions at \$1000 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: \$4600

For currently enrolled undergraduates at The Johns Hopkins University (graduating seniors are eligible). 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.



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Internship Offerings

1. **Communications/Marketing Internship**

The Communications/Marketing intern will help implement media relations and promotional activities for exhibitions, and educational programs in support of expanding public awareness of the BMA. Interns assist in researching and coordinating grassroots promotional efforts, distributing promotional materials, and representing the Museum at community events. Interns also gain experience in composing and distributing press materials and fielding inquiries and visits from the media, as well as assisting in the production of promotional materials. Responsibilities include maintaining marketing and email databases and press-clipping and ad tear sheet files, proofreading, editing, some writing, and program-related research.

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

The Department of the Arts of Africa, the Americas, Asia, and the Pacific Islands intern will assist with ongoing collections and exhibition research for the forthcoming reinstallation of the Arts of Africa permanent gallery and contribute to administrative duties as needed. The intern will be assigned projects that correspond with both the intern's interests and the department's needs.

3. **Department of Conservation Internship**

The Department of Conservation intern will assist conservators with clerical tasks, fabricate preservation enclosures for artwork, undertake minor collections maintenance projects under supervision of conservation staff (dusting of artwork, polishing silver artifacts), and observe conservators conducting conservation examination and treatment of works of art. Applicants should be upper level college students (junior or senior) or college graduates with a BA (fine arts, art history, archaeology) including coursework in chemistry (ideally one year or general chemistry) or a BS (chemistry, physics, material science) with coursework in Art History and Studio art.

4. **Department of Contemporary Art Internship**

In preparation for a major exhibition of the Museum's post-1960 photography holdings and in advance of a renovation and full re-installation of the Museum's West Wing for Contemporary Art, the Department of Contemporary Art intern will research the museum's contemporary collection, with an emphasis on photography but extending to painting and sculpture. In addition to collecting pertinent articles, developing short texts on specific works, and updating object records and files, the intern may also be in touch with galleries and artists' studios to confirm installation specifications for works. The intern will also facilitate communication with the Friends of Modern and Contemporary Art and assist in coordinating programs planned by that group in conjunction with the photography exhibition and the collection reinstallation project. Candidates should have a background in art history with a specific interest in contemporary art.

5. **Department of Decorative Arts, American Painting and Sculpture Internship**

The Department of Decorative Arts, American Painting and Sculpture intern will assist with ongoing projects, which typically include permanent collection and exhibition research, cataloguing, and administrative duties. The intern may be assigned an ongoing project based on their interests and the department's needs.

6. **Department of Decorative Arts, Textiles Internship**

The Department of Decorative Arts, textiles intern will assist in daily office and collections management tasks. The intern will collect exhibition data from the department's records and enter it into The Museum System (TMS, the Museum's data management system) or prepare a summary document so that this information can be easily entered by the Systems Manager. At the completion of this, the intern will enter conservation reports from the object files into the conservation module of TMS using the templates provided by the department, systems manager and/or conservation staff.



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7. Department of Education Internship

The Department of Education intern will assist with the organization of departmental records and exhibition archives and in the planning and implementation of a new summer camp program and family workshops. The intern will also help reorganize the Teacher Resource Center.

8. Department of Prints, Drawings, and Photographs Internship

The intern in the Department of Prints, Drawings & Photographs will assist with the cataloguing of the Museum's collection of twentieth-century American and European posters by adding pertinent information (especially titles, dates, inscriptions, and dimensions) into the appropriate object records in The Museum System (TMS), the BMA's collection management database.

9. Development Department Internship

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, planning for member acquisition and retainment and determining communication strategies for upcoming gallery closures, special event coordination and execution, representing the Membership program, and other Membership and Development related duties. The successful candidate will have excellent communication and organizational skills as well as proficiency with MS Excel and Word. Nights and weekends during events may be required according to a mutually agreed upon schedule.

10. Exhibitions Internship

The Exhibitions intern will become familiar with the ways in which a layered calendar of exhibition offerings operates as part of a museum-wide artistic program. The focus of the internship will be exhibition coordination related to the *Sondheim Artscape Prize: 2010 Finalists* and *Andy Warhol: The Last Decade* exhibitions. Duties will include task coordination through correspondence, meeting planning and timeline management. Additional responsibilities include budget management and general program administration. Familiarity with Microsoft Word, Outlook and Excel are necessary; PowerPoint and Project are also helpful.

11. Finance and Administration Department Internship

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. Proficiency in MS Excel is required.

12. Information Technology Support Internship

This Department of Information Technology intern will learn about the museum field from this unique perspective and will be responsible for supporting/troubleshooting basic PC help desk requests including copier/printer troubleshooting; setting up projectors/laptops for meetings and presentations; inventory control; creating training guidelines for use of copiers; and other daily I.T. related tasks.

13. Registrar's Office Internship

The Registrar's Office Collections Management/Database intern will assist in reintegrating loan files and object files for entry into The Museum System (TMS), the Museum's data management software. This task will facilitate access to information currently unavailable in digital format.

14. Security Department Internship

The Security Department intern will learn the principles of Protection of Assets Management as it applies to the cultural property environment focusing on how access control, parcel control, security officer management, and technical security work in synergy to form a protection model. Additional areas to be explored will be records management including the development of alarm systems, point by point, address



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descriptors and presentation of a 13 module training program specifically designed for museum security operations. The intern will attend roll call sessions, participate by presenting training topics, as well as address the guard force on a regular basis. The intern will receive guidance from the director of security and operations manager and he/she will assist the aforementioned with special projects as assigned.

15. Visitor Services Internship

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. 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.

16. Volunteer Services Internship

The Volunteer Services Intern will assist in the planning and development of a Volunteer Program to be piloted in the Visitor Services Department. Responsibilities include assisting in research of peer institutions' volunteer programs and policies, development of application and recruitment processes, and production of associated print and online materials. Candidates should have excellent research, writing, and computer skills, and proficiency with MS Excel and Word.