



BALTIMORE
MUSEUM OF
ART

10 Art Museum Drive
Baltimore, MD 21218

Summer 2025 Internship Program

Education & Interpretation: Interpretation Intern

The BMA's Education and Interpretation Department is seeking a Summer Intern to assist with all aspects of museum and gallery interpretation. This work includes uploading and maintaining digital content to the BMA's new web-based Digital Guides platform for audio tours, videos, etc. The Intern will work on drafting visual descriptions, formatting large print labels, and generating transcripts to increase access for visitors throughout the BMA.

They will also support the department by maintaining interpretive spaces and evaluating strategy implementation to ensure visitors are engaging with our galleries and having enriching experiences.

The Intern will gain experience with developing permanent collection family gallery guide content, assisting with upcoming exhibition-related projects, and maintaining interpretive spaces and the Joseph Education Center's Experience Gallery and Wall of Wonder.

Responsibilities

- Upload/Maintain Interpretive digital content
- Assist with evaluation process from data collection to analysis and reporting
- Draft visual descriptions
- Develop gallery guide content

Preferred Qualifications

- Strong organizational skills
- Writing/Communication skills

Proposed Schedule

- This position will work a hybrid schedule
- This position will meet 2-3 days per week, some weekends required

Apply

Please see below for more program details and how to apply. All application materials must be submitted by **Sunday, May 4th, 2025.**

Summer 2025 Internship Details & Application Instructions

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 30-August 22, 2025.**
- Most positions will meet **2-3 days per week***
- Interns will work **15 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(s): 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

Summer 2025 Internship Details & Application Instructions

Application Deadline

All materials must be submitted by [Sunday, May 4th, 2025](#).

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 (please indicate the position or positions you are applying for in the subject line).

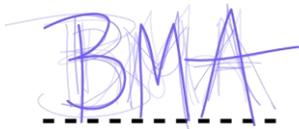
Notification of Decision

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 \$2,000 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.

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Summer 2025 Internship Program

Curatorial: Image Services and Rights Intern

The BMA's Curatorial Department is seeking a Summer Intern to assist with a digitizing project in the Image Services and Rights office. This intern will organize 4x5 film transparencies and identify images that do not have a digital version in either our digital asset management system (Piction) or in our collections database (TMS). The intern will learn how to digitize those transparencies so the Museum has a digital record that will free up physical space as well as provide wider access to those images.

The intern will also help sort and inventory an image backlog (found in a variety of formats) to identify items in need of digitization. Their work on the inventory process will help to inform and develop future plans to manage image backlogs. The position may also work on other department projects, as assigned.

Responsibilities

- Organize 4x5 transparencies
- Digitize transparencies and images
- Develop inventory process for backlog

Preferred Qualifications

- Strong organizational skills
- Writing/Communication skills
- Interest in digital archiving and/or preservation
- Interest in digitization and digital management

Proposed Schedule

- This position will work onsite
- This position will meet 2-3 days per week

Apply

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Summer 2025 Internship Details & Application Instructions

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

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Required Application Materials

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- 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

Summer 2025 Internship Details & Application Instructions

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Summer 2025 Internship Program

Alexander Grass Humanities Institute at JHU: This partnership provides unique opportunities that are related to projects, programs, and exhibitions that are currently in progress at the BMA. This Internship opportunity is available only to students currently enrolled in a Humanities track at JHU (either through their Major or Minor).

Education & Interpretation: Lexington Market Intern

The BMA's Education Department is seeking a Summer Intern to assist with our public programming at the Museum's outpost in Lexington Market. This Internship opportunity is available only to currently enrolled in a Humanities track at JHU.

The intern will facilitate artmaking and conversation through drop-in engagement with visitors to our stall. They will encourage dialogue exchanges between adults, children, and intergenerational groups. This role will work closely with staff to support program set-up, attendance, and troubleshooting.

The intern will gain experience working directly with families and children in a non-traditional museum setting and be given insight into the day-to-day operations of museum public programming. This position may also work on other department projects, as assigned.

Responsibilities

- Facilitate conversation and engagement at BMA Lexington Market
- Encourage interaction with guests at the Market
- Support BMA programs at the Market

Preferred Qualifications

- Strong organizational skills
- Event Planning Experience
- Customer service experience

Proposed Schedule

- This position requires availability on Thursdays, Fridays, and Saturdays, between 11AM-4PM.
- This position will be **onsite at Lexington Market** (not the BMA's primary campus). Parking will be validated for the Lexington Market parking garage.

Summer 2025 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 4th, 2025**.

Eligibility

Applicants must meet the following criteria:

- A current undergraduate student, enrolled in a Humanities track at Johns Hopkins University.

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

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BMA Internship Program Stipend

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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/250616209259155>
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Library & Archives Intern

The BMA's Curatorial Department is seeking a Summer Intern to assist with our Library & Archives. This Internship opportunity is available only to currently enrolled in a Humanities track at JHU.

The intern will have the opportunity to acquire hands-on skills, practical and well-rounded experience related to core Library functions including reference, circulation and technical services in an art library environment.

Additionally, they 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.

Responsibilities

- Assist with external research communications
- Maintain library organization
- Assist with periodical and interlibrary loan processing

Preferred Qualifications

- Strong organizational skills
- Writing/Communication skills
- Customer service experience
- Experience working in a database
- Attention to detail

Proposed Schedule

- This position will work onsite
- This position will meet 2-3 days per week

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Apply

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Eligibility

Applicants must meet the following criteria:

- A current undergraduate student, enrolled in a Humanities track at Johns Hopkins University.

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Summer 2025 Internship Program

MLiS: Library & Archives Intern

The BMA's Curatorial Department is seeking a MLIIS Summer Intern to assist with our Library & Archives. The intern will have the opportunity to acquire hands-on skills, practical and well-rounded experience related to core Library functions including reference, circulation and technical services in an art library environment.

Additionally, they will learn cataloguing procedures and systems such as copy-cataloguing MARC-21 format publications, OCLC Connexion, and SIRSI/Dynix 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.

Responsibilities

- Assist with external research communications
- Maintain library organization
- Assist with periodical and interlibrary loan processing

Preferred Qualifications

- Strong organizational skills
- Writing/Communication skills
- Customer service experience
- Experience working in a database
- Attention to detail

Proposed Schedule

- This position will work onsite
- 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, May 4th, 2025.**

Summer 2025 Internship Details & Application Instructions

Eligibility

Applicants must meet one of the following criteria:

- Currently enrolled in an accredited Graduate MLIS Program
- Recent graduate from an accredited program (within 5 years)
- PhD candidate

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JJC Stipend

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Valerie J. Maynard Legacy Internship

The [Valerie J. Maynard Legacy Internship](#) is a partnership program between the Baltimore Museum of Art and the [Valerie J. Maynard Foundation](#), to honor the legacy and vision of the artist who was a pioneering member of the Black Arts Movement, and a beloved icon of the Baltimore arts community (and beyond). This unique exchange provides interns with the opportunity to learn and gain experience in the museum field and in a private collection setting.

We are seeking to hire one new Legacy Intern to work at the BMA and Foundation for the upcoming cohort which will run from Summer 2025-Spring 2026.

Valerie J. Maynard Foundation

The Foundation is located in the Station North Arts District. While at the VJMF, the Legacy Intern will be onsite to catalog and inventory artwork and archival materials pertaining to the artist's work and collection. They will work alongside visual artists and legacy specialists to learn how to care for the robust, multi-faceted collection.

Responsibilities

- Organize and maintain accurate records
- Manage artist's inventory
- Assist with moving, packaging, and shipping artwork as needed
- Attend trainings provided by the Foundation

The Baltimore Museum of Art

While at the Baltimore Museum of Art, the Intern will work with our head Librarian and Archivist to perform a number of tasks that are uniquely designed to contribute to our ongoing projects. They will gain hands-on experience with core operations such as circulation, reference, and technical services.

Additionally, they 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.

Responsibilities

- Assist with external research communications
- Maintain library organization
- Assist with periodical and interlibrary loan processing

Preferred Qualifications

The VJM Legacy Intern should have an interest in:

- Social Justice
- Uplifting BIPOC artists
- Community engagement
- Archiving practices (everything from personal correspondence to artwork)

The VJM Legacy Intern should possess:

- Strong communication skills
- Ability to work with a team as well as independently at times
- Strong organizational skills and attention to detail (to maintain accurate records)

Internship Schedule

- **Summer Dates:** June 30- August 22, 2025
- **Fall Dates:** October 6- December 19, 2025
 - The Intern will not work during the week of Thanksgiving.
- **Spring Dates:** March 2- May 4, 2026

The Intern will work 40 hours at the BMA and 60 hours at the Foundation per cycle. Their BMA Hours will break down into a unique schedule that BMA supervisors will create with the Legacy Intern.

VJM Legacy Internship Eligibility

Applicants must meet one of the following criteria:

- Recent graduate from an accredited undergraduate or graduate program (within 5 years)
- 5 years of recent and relevant work experience may be substituted for a degree

Apply

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