



BALTIMORE
MUSEUM OF
ART

10 Art Museum Drive
Baltimore, MD 21218

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).

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

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

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: 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

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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/250616209259155>
- 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 closed. 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.

Any additional questions may be sent to internships@artbma.org. Please, no phone calls.