



BALTIMORE  
MUSEUM OF  
ART

10 Art Museum Drive  
Baltimore, MD 21218

## Summer 2024 Internship Program

### **Curatorial: Image Services and Rights Intern**

The BMA's Curatorial Department is seeking a Summer Intern from the University of Maryland 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
- Interest in the arts and culture field

#### **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, April 28<sup>th</sup>, 2024.**

# Summer 2024 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.**

## **Commitment**

The information below indicates general scheduling and commitment requirements for our Internship Program:

- Selected candidates will be expected to work from **June 10-August 16, 2024.**
- Most positions will meet **2-3 days per week\***
- Interns will work **12 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

## **Application Deadline**

All materials must be submitted by [Sunday, April 28th, 2024.](#)

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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/240586551364157>
- You may send your documents to the following e-mail address:
  - [internships@artbma.org](mailto:internships@artbma.org) (please indicate you are a UMD student 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](mailto:internships@artbma.org). Please, no phone calls.**