



## Getty Multicultural Undergraduate Internship Program June 18 – August 24, 2018 *PMCA Exhibition and Education Intern*

### Primary Duties and Responsibilities:

#### Exhibitions

1. Assist the Director of Exhibitions with managing exhibition files, researching exhibitions, communicating with lenders and institutions, issuing and managing receipts and budgets.
2. Assist with the production and management of Museum publications.
3. Assist with the research, writing, and editing of interpretive copy of exhibition labels, brochures, catalogues, and promotional materials.
4. Assist with the development of exhibitions.
5. Assist with the execution of contracts for exhibitions; loan forms; insurance of artwork

#### Education and Engagement

1. Assist Education and Engagement Coordinator in the development of educational programs and strategies for visitor engagement in the galleries and off-site.
2. Assist Education and Engagement Coordinator with the planning and implementation of exhibition-related lectures and panel discussions.
3. Work with teaching artists to lead on-site workshops.
4. Research new and update existing community contacts in relation to current and upcoming exhibitions.
5. Assist in drafting and pitching museum visits to community groups, schools, and businesses.
6. Assist with the creating e-blasts, website and social media content, and also distributing print materials.
7. Assist in planning and working with community partners to secure in-kind donations, media trade and cross-promotion, and sponsorships (working with development and marketing).

The intern's schedule will equally balanced between Exhibitions and Education & Engagement responsibilities and learning objectives over the course of the ten-week internship. Under the guidance of the supervisors, additional duties and responsibilities may be assigned as related to the broader work of the PMCA. This timeline is subject to adjustments once the intern has been selected and can coordinate a start and end date. The Museum galleries will be closed for installation from June 4 to June 16, so the intern may be able to assist with and learn about exhibition installation.

### **To Apply:**

To apply for this position, please send an email including a one-page cover letter detailing your qualifications and eligibility, résumé, and three references in a single PDF to [info@PMCAonline.org](mailto:info@PMCAonline.org) with the subject line GETTY MUI INTERN 2018: [First name] [Last name].

### **Timeline**

#### Week 1

Introduction to Museum staff (including part-time and interim staff, teaching artists, volunteers and other interns); tour of the galleries and administrative offices; introduction to the mission of the Museum; general overview of Museum operations and administrative procedures;

orientation to computer system, internal organization policies, and digital engagement publishing platforms; overview of internship goals with anticipated objectives and outcomes for the focus areas (Exhibitions and Education & Engagement), and review of the summer work plan with supervisors.

Depending on start date, intern will assist with exhibition installation (June 4-16) and apply learned skills. Working with the Director of Exhibitions, the intern will learn proper art handling techniques, packing techniques, label and vinyl production, how to complete a condition report, and caring for artworks.

The intern will be introduced to the current season of exhibitions: *Judy Chicago's Birth Project: Reborn*; *Grafton Tyler Brown: Exploring California 1858-1882*; and Brody Albert's Project Room installation. The intern will accompany the Director of Exhibitions on an in-depth guided tour of the exhibitions. The Education & Engagement Coordinator will introduce the intern to educational programming and supplemental materials for the summer exhibition season, as well as PMCA's regular educational programs initiatives such as PMCA 1234 and My Masterpieces school tours.

The intern will be asked to read exhibition interpretative text, catalogues and brochures, related docent guides, and other informational material in order to become familiar with the current exhibitions and educational programming.

### Week 2

The supervisors will meet with the intern to discuss in more detail the specific projects in which they will be involved and how they relate to the Museum's larger strategic plan. The supervisors will introduce the intern to the PMCA's fall exhibition season, including *Ernie Barnes: Soul of LA*; *Inherently False: The Photographic Dichotomies of Chris Engman*, and possible Virtual Reality in the PMCA Project Room. The intern will be introduced to guest curators and review exhibition goals and objectives, timelines, and schedules with the Director of Exhibitions. The intern will discuss the tentative schedule for the fall programming and education initiatives, assessing what has been confirmed and what still needs to be done with the Education & Engagement Coordinator.

### Week 3

The intern will assist with the organization and coordination of upcoming exhibitions, and learn about loan agreements and checklist management. Working with the Education & Engagement Coordinator, the intern will conduct research to identify potential participants for fall exhibition panel discussions and lectures, and other educational programming and outreach efforts.

The intern will also work with the Education & Engagement Coordinator to learn about visitor services at the museum, to review existing procedures and surveys, and help gather and analyze data to create reports.

### Week 4

The intern will assist the Director of Exhibitions with registration work related to travelling exhibitions, including shipping and insurance quotes and coordination with external registrars. The intern will continue to assist with the management of exhibition checklists (monitor confirmed loans, obtain images and credit information). The intern will be introduced to the PMCA interpretative text policy, as it relates to didactic panels, tombstones, extended labels, catalogues, and brochures.

Based on research and analysis done in previous weeks, intern will research new and update existing community contacts in relation to summer and fall exhibition seasons, and design informational packets for outreach initiatives.

### Week 5

The intern will assist the Director of Exhibitions with reviewing and editing exhibition brochure text for fall exhibitions. The Intern will accompany supervisors on a site visit to a local museum to discuss the exhibition layout, public programs, wall text, and thematic focus areas.

#### Week 6

The intern will collaborate with the Director of Exhibitions to draft and edit exhibition label copy for the fall exhibitions. The intern will assist with registration paperwork related to the closing of summer exhibitions. The intern will accompany the Director of Exhibitions on artists' studio visits for consideration in the PMCA galleries.

Working with the Education & Engagement Coordinator, the intern will review potential panelists and lectures and contact final selections. The intern will begin working on the fall exhibition docent guide, which should include main talking points, wall text, essays, and any other vital research, and also school tour lesson plans and activities. The intern will follow up on scheduling and promoting group tours for the summer season.

#### Week 7

The intern will review submitted exhibition proposals with the Director of Exhibitions and upcoming exhibition schedule. The intern will be introduced to exhibition proposal submission requirements, strategic focus areas, and how the Museum schedules the exhibition calendar. The intern will continue to manage exhibition checklists.

After confirming fall participants for public programming, the intern will work on details to gather all information for programming including scheduling, budgets, and promotional materials. Together with the Education & Engagement Coordinator, the intern will continue to work on surveys and program assessments to gather and interpret data.

#### Week 8

The intern will continue to manage the fall exhibition checklists and registration tasks, and will continue to work on organizing fall educational programming including a docent guide, school tour lesson plan, and exhibition brochure. Based on research and analysis done in previous weeks, the intern will research new and follow up with existing community contacts in relation to upcoming exhibitions.

#### Week 9

For future exhibitions, the intern will follow up with phone calls and lender correspondence, and will continue to assist with the management of exhibition checklists and completion of registration paperwork, including receipts and shipping labels.

The intern will continue to work on docent guide for fall exhibitions, and also planning of fall educational programs and school tour lesson plans and activities with the Education & Engagement Coordinator.

#### Week 10

The intern will meet with the supervisors to discuss the status of their projects. The supervisors and intern will evaluate projects and discuss all aspects of the internship, offering their recommendations and suggestions, and also listening to those by the intern. The intern will arrange all documents and files to turn over to the appropriate supervisor clearly noting the status of all projects.

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## **Training**

Throughout the 10 weeks, the intern's supervisors will make every effort to involve the intern in activities that further his/her education and understanding of museum operations and a nonprofit institution. Additionally, as an active member of the staff, the intern will participate in staff and project-specific meetings. This, plus additional mentoring opportunities, will provide the intern with job-specific training in exhibition and education operations, as well as overall

museum operations. When possible, the intern will be provided opportunities to participate in off-site formal training at seminars offered by the PMCA's non-profit partners.

Once a week, the intern will schedule an informal interview with one PMCA staff member to learn about their specific involvement with the museum, previous professional experience, and goals for the museum.

### **Supervisors**

The supervisors will maintain an active role in the day-to-day work of the intern. They will be available to answer questions, mentor, train, and guide the work of the intern. At the same time, the intern will frequently work independently on their assigned projects to experience as a self-sustaining member of the staff, building his/her skills and confidence in the workplace.

### **Description of workspace and equipment**

The intern will be provided free parking, along with their own office area with a desk and chair, computer, email address, and relevant work materials to complete his/her assigned duties.