The Getty is offering full-time internships for graduate students who intend to pursue careers in art museums and related fields of the visual arts, humanities, and sciences.

Eligibility Requirements
To be eligible, you must be currently enrolled in a graduate course of study leading to an advanced degree in a field relevant to the internship(s) for which you are applying or have completed a relevant graduate degree since June 1999.

Terms of the Internships
Each internship is full time (five-day, thirty-eight-hour week), beginning September 24, 2001. Most internships are for eight months, ending May 31, 2002; conservation internships last twelve months, ending September 20, 2002. Grant amounts are $13,837 for eight months and $20,000 for twelve months. Health benefits and an educational travel allowance of $1,200 are also included.

Getty Internships
Getty internships are offered by several programs of the Getty Trust, including the Museum, Research Institute, Conservation Institute, and Grant Program. THE J. PAUL GETTY MUSEUM seeks to delight, inspire, and educate the public by acquiring, conserving, studying, exhibiting, and interpreting works of art within its fields of collecting. THE GETTY RESEARCH INSTITUTE (GRI) is dedicated to encouraging, enabling, and inspiring advanced scholarship about the visual arts. THE GETTY CONSERVATION INSTITUTE (GCI) pursues a broad range of activities dedicated to furthering conservation practice and education in order to enhance and encourage the preservation, understanding, and interpretation of the visual arts. THE GETTY GRANT PROGRAM funds a diverse range of international projects that promote learning and scholarship about the history of the visual arts and the conservation of cultural heritage.

- **CURATORIAL**
  Internships in the curatorial field are offered in the Museum departments of Antiquities, Decorative Arts, Drawings, Illuminated Manuscripts, Paintings, Photographs, and Sculpture and Works of Art. Curatorial interns will take part in the daily tasks of a department and assist in preparing exhibitions, as well as engage in research and writing projects.

- **CONSERVATION**
  Internships in conservation include one in the GRI Research Library Conservation Lab, where the intern will perform and document treatment on GRI library holdings, including all paper-based formats such as books, prints, photographs, and drawings. Internships are also offered in the GCI departments of: Field Projects, where the intern will gain experience in the development of laboratory research and its application to practical fieldwork and learn to organize and implement field campaigns; Information and Communications, where the intern will help develop methodologies to identify the information resource needs of local communities and ways to disseminate that information; and Science, where the intern will focus on the technical examination of works of art in the Getty collections. Other internships are offered in the Museum’s conservation departments: Antiquities Conservation, Decorative Arts and Sculpture Conservation, Paintings Conservation, and Paper Conservation (manuscripts, drawings, and photographs); interns in these departments focus on the inspection, care, and treatment of objects in the Museum collections.

- **EDUCATION**
  The intern in the Museum’s Education Department will become acquainted with programs serving many different audiences from students to families and adults and help produce wide-ranging interpretive materials. The Museum offers another education-related internship in the Department of Collections Information Planning, where the intern will participate in development and content production for ArtAccess—the Getty’s interactive multimedia resource—and the Museum’s collections information system.
WEB SITE
The Getty Web site informs visitors, scholars, families, students, teachers, and others about the many activities and resources of the Getty Trust. The Getty Web site intern will be part of the team that manages the Getty’s Web presence.

RESEARCH
Research-related internships are offered by departments in the GRI, including the Provenance Index, where the intern will train in the methodology of provenance research, including analysis of sixteenth- through eighteenth-century inventories collected from Italian, Spanish, and Dutch archives and indexes of paintings found in auction catalogs from various European countries; Special Collections and Visual Resources, where the intern will develop skills in the processing and cataloging of archival collections, as well as collections of rare and study photographs; and the Vocabulary Program, where the intern will assist in the analysis of and research on terminology, biographical data, geographic data, and other source materials for inclusion in the Art and Architecture Thesaurus, Union List of Artist Names, and Getty Thesaurus of Geographic Names.

ARTS ADMINISTRATION
Internships are available in the Museum departments of Exhibitions, where the intern will take part in the overall coordination of Museum exhibitions, and Registrar, where the intern will learn about acquisition policies, registration procedures, collection audits, loan processing, and shipping arrangements.

GRANTMAKING
The intern in the Grant Program will assist in administering grants, help develop publications, and undertake other administrative projects.

DESIGN
The intern in the Museum’s Exhibition Design Department uses elements of architectural, interior, graphic, and industrial design as they apply to the planning, interpretation, promotion, and installation of Museum exhibitions.

How to Apply
Applications are available online at www.getty.edu/gateway/opport/intern.htm. Or, send an E-mail to interns@getty.edu or call 310 440.7156. Application materials must be postmarked no later than January 5, 2001, and should be sent to:

The J. Paul Getty Museum
Education Department
Getty Graduate Internships
1200 Getty Center Drive
Suite 1000
Los Angeles, California 90049-1687

You are responsible for ensuring that any transcript or certification of courses requested from your institution is postmarked by the deadline. Please note that application materials cannot be returned. Late or incomplete applications will not be considered. Notification will be mailed by April 13, 2001. For more information about the Getty, visit the Getty Web site at www.getty.edu.

Detach and keep this sheet for your records.
Please type or print clearly in blue or black ink and answer all questions completely. Attach additional sheets if necessary.

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Please select TWO of the following internships. Prioritize your choices by writing “1” for your first choice and “2” for your second choice. Note that your application will be read primarily by the two departments you choose.

**CURATORIAL**

- Museum Department of Antiquities (Greek and Roman)
- Museum Department of Decorative Arts (Northern European and French, 1660–1795)
- Museum Department of Drawings (European, 800–1600)
- Museum Department of Illuminated Manuscripts (European, prior to 1900)
- Museum Department of Paintings (European, prior to 1900)
- Museum Department of Photographs (European and American)
- Museum Department of Sculpture and Works of Art (European, prior to 1900)

**CONSERVATION**

- GRI Research Library Conservation Lab
- GCI Department of Field Projects
- GCI Department of Information and Communications
- GCI Department of Science

- Museum Department of Antiquities Conservation
- Museum Department of Decorative Arts and Sculpture Conservation
- Museum Department of Paintings Conservation
- Museum Department of Paper Conservation

**EDUCATION**

- Museum Education Department
- Museum Department of Collections Information Planning

**WEB SITE**

- Getty Web Site

**RESEARCH**

- GRI Provenance Index
- GRI Special Collections and Visual Resources
- GRI Vocabulary Program
ARTS ADMINISTRATION

___ Museum Exhibitions Department
___ Museum Registrar’s Department

GRANTMAKING

___ Grant Program

EDUCATION

List the university or institution at which you are currently enrolled. Acceptable graduate degree programs include Master of Arts (M.A.), Doctor of Philosophy (Ph.D.), graduate conservation certificate, or their equivalents for foreign students.

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<th>Type of graduate degree, diploma, or certificate</th>
<th>Month / Year of completion (You are not eligible if this date is prior to June 1999.)</th>
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<th>Major area(s) of study</th>
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<th>Name of university department head, principal advisor, or institution director</th>
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Previous higher education

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Describe major research or projects undertaken:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Skills

List languages you read:  

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

List languages you speak:  

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

If English is not your native language, please rate your English skills:  

Reading:  

☐ AVERAGE ☐ GOOD ☐ EXCELLENT

Speaking:  

☐ AVERAGE ☐ GOOD ☐ EXCELLENT

Writing:  

☐ AVERAGE ☐ GOOD ☐ EXCELLENT

Other relevant skills:

__________________________________________________________________

__________________________________________________________________

Please describe your computer skills and software knowledge:

__________________________________________________________________

__________________________________________________________________

Experience

Applicable paid or voluntary work experience including internships: (Résumés may be attached, but this section must be completed.)

Name and address of organization  Dates

Job title and duties

Check one:  ☐ Paid  ☐ Volunteer

__________________________________________________________________

Name and address of organization  Dates

Job title and duties

Check one:  ☐ Paid  ☐ Volunteer

__________________________________________________________________

Name and address of organization  Dates

Job title and duties

Check one:  ☐ Paid  ☐ Volunteer
References

Names of two persons with whom you have studied or worked who will serve as references and have been asked to send a letter of recommendation:

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Indicate how you you learned about our internship:

- Poster
- AVISO
- CAA Careers
- Faculty member or career counselor
- Getty Web site
- Other (please specify) ________________________________

Signature

I understand that the internship grant may be subject to United States federal and California or other state income taxes.

Signature __________________ Date ______________

Additional Required Application Materials

1. A statement of no more than five hundred words (two typewritten pages, double-spaced) that explains how the selected Getty internship fits in with your background and career goals. Include the reasons for your choice of specific departments or programs for an internship. Also describe what you hope to achieve from the experience and what you believe you can contribute.

2. A separate list of courses (not the same as transcripts) specifically related to your internship choice (include relevant foreign language courses): course titles, numbers, and grades or evaluations received are necessary.

3. Two letters of recommendation: one from each individual you have listed as a reference above.

4. Official copies of your undergraduate and graduate transcripts (for foreign students, certification of completed courses or copies of diplomas).

Application materials must be postmarked by January 5, 2001, and should be sent to:

The J. Paul Getty Museum
Education Department
Getty Graduate Internships
1200 Getty Center Drive
Suite 1000
Los Angeles, California 90049-1687