

Information on Graduate Internship Areas and Host Departments, 2015-2016

Getty Graduate Internships are offered by the four program of the J. Paul Getty Trust (the Museum, Research Institute, Conservation Institute, and the Foundation), as well as by Getty Publications. **Please review the descriptions of graduate internships listed below, then in the online application select two in order of preference.**

The J. Paul Getty Museum collects and exhibits Greek and Roman antiquities, European paintings, drawings, manuscripts, sculpture and decorative arts, and European and American photographs and offers a range of special exhibitions and educational programs. A few internships will be located at the Getty Villa. For more information about the Museum, go to www.getty.edu/museum.

Curatorial

Antiquities (Getty Villa, Art of the Ancient Mediterranean World)

The intern in the Antiquities Department participates in a wide range of departmental activities relating to the research and presentation of the collection, centering on Greek, Etruscan, and Roman art from the Bronze Age to Late Antiquity. Typical activities include researching objects for collection management records, writing gallery texts, assisting with the preparation of exhibitions and loans, and contributing to publication projects and scholarly programs. S/he also prepares and leads specialized public tours on aspects of the collection. The intern works closely with departmental staff and with registrars, conservators, designers, and other professional staff. The intern will gain experience in diverse aspects of curatorship, collection documentation, exhibition development and installation, museum education, and public outreach.

Manuscripts

The Manuscripts Department intern will be assigned a variety of responsibilities, both administrative and research-oriented, that highlight the different facets of curatorial work. The intern will undertake tasks that enable her/him to become familiar with the collection, understand the fundamental aspects of a curatorial department, and learn about organizing exhibitions both large and small. The intern may also have the opportunity to contribute to an entirely new show, revamp a pre-existing one, or co-curate a show with departmental staff.

Sculpture and Decorative Arts

The internship offers a full introduction to the work of the curatorial department devoted to European sculpture and decorative arts dating between around 1200 and 1900 (with a small group of twentieth century outdoor sculpture).. The intern will be provided with extensive opportunities to study the collection, its development and management, and its installation and interpretation. The intern will assist the curators with preparations for a major loan exhibition of Renaissance and Baroque tapestries from the collection of Louis XIV. The internship will coincide with the installation and de-installation of that exhibition. The work will also include scholarly, bibliographical, and provenance research on the permanent collection for the online catalogues of

eighteenth-century furniture, as well as assistance with the planning of future exhibitions of European sculpture.

Drawings

The Drawings Department intern will be closely involved in all aspects of the curatorial department, including planning exhibitions, both large and small, researching acquisitions, and working on an online catalogue. S/he will become familiar with the significant and expanding collection of European drawings at the Getty, assisting with its day-to-day care and interpretation, and will emerge with a full understanding of the range of curatorial duties and the rich variety of museum work. S/he will help with installation and deinstallation of previously planned rotation and loan exhibitions, research acquisitions and write acquisition reports, and help maintain the departmental library and curatorial files. Possible projects may also include assisting curators with researching two upcoming loan exhibitions

Paintings

The internship provides intensive curatorial training by engaging interns with the Getty's significant and expanding collection of European paintings. Researching works in preparation for the forthcoming Online Catalogue of Paintings, writing labels, developing gallery installations, presenting aspects of the collection in a gallery talk, and conducting exhibition-related research are among the wide range of activities an intern may undertake while working in the department. S/he will further benefit from exposure to the art market and to public and private collections in Los Angeles. In keeping with curatorial practice, much of the work is collaborative in nature and will entail interaction with Paintings Conservation, Education, Design, and other departments.

Photographs

The intern in the Department of Photographs will assist the curatorial staff on one or more exhibitions scheduled for 2016-2017, including projects related to American, European, and Latin American photography. S/he will conduct research on the permanent collection, catalogue objects, write label copy, and assist with logistics related to coordinating exhibitions and publications. In addition, the intern will work on acquisition proposals and collections management, and will staff the department's study room one day a week.

Conservation (12-month internship)

Antiquities Conservation (Getty Villa)

The department of Antiquities Conservation is responsible for the care of the Getty Museum's collection of ancient material housed at the Getty Villa. It is also responsible for the safe transport and exhibition of loans given to the dynamic special exhibitions program at the Getty Villa. As part of the conservation team, the Antiquities Conservation intern treats and researches a wide variety of ancient artifacts including those made of metal, stone, ceramics, and organic materials. The intern assists in the

technical evaluation and analytical study of ancient artifacts in the permanent collection or on special loan. Additionally, the intern is expected to be part of a multi-disciplinary team working on collaborative projects with many of the Getty Museum's partners worldwide. Daily responsibilities include assisting in the environmental monitoring of exhibition spaces; exhibition installation/planning; materials and technology research and planning and implementation of packing and storage; working with mount making team; and documentation of both treatment and research projects. The intern is also encouraged to pursue research in an area of particular interest to them.

Decorative Arts and Sculpture Conservation

The Decorative Arts and Sculpture Conservation intern will work on a range of projects, including conservation treatments and technical studies of objects in the Getty's collections. Possible projects include research and treatment pertaining to clear coatings on outdoor bronzes, quantitative XRF analysis of copper alloys, and the preparation of technical essays for online collection catalogues. Projects will allow opportunities for the intern to take advantage of the Getty's extensive analytical and research resources.

Paper Conservation

The internship in the Department of Paper Conservation will offer a well-rounded experience in museum conservation practices for old master drawings. The intern will work on a variety of projects related to the Department's exhibition, loan, and publication programs. There will be emphasis on the conservation treatment, technical examination, research, analysis, and documentation of collection objects. This study will be supervised primarily by the Conservator of Drawings, but will also allow work with all others in the Department as well as other Museum staff members. In addition, the intern will be involved with the conservation component of the online cataloguing of the permanent collection of old master drawings.

Collections

Collection Information & Access (CI&A)

CI&A strategically documents and broadens access to the collection and exhibitions on site at both the Center and Villa, online, and on mobile devices. The intern will be acquainted with the creation, cataloguing, management, production, and distribution of documentation and interpretive content and media on the Museum's collection and productions, working with this team of interpretation, imaging, media, information, and technology experts. Projects may include digital initiatives such as mobile web/apps, audio, video, social media, and information management. CI&A provides opportunities for creativity, innovation, knowledge sharing, and best practices.

Registrar

The internship in the Registrar's Office provides a broad overview of the Getty Museum's collections and exhibitions and the chance to interact with the curatorial, conservation, preparations, and exhibition staff. The intern will be introduced to the

work of the Registrar's Office in the areas of acquisition policies and procedures, collections management, exhibition planning and installation, and rights and reproductions. The intern's primary responsibilities will be to assist with special exhibitions at the Getty Center in Los Angeles, but the intern will also work on exhibitions and projects, and attend meetings and events at the Getty Villa in Malibu.

Design

Design

The intern will join a multidisciplinary team of creative professionals to deliver design solutions for a range of possible projects related to the Getty visitor experience. Tailored to the individual's skills and career aspirations, the intern could work on a range of projects including: exhibition design, permanent collection gallery design, collection interpretation, digital design, or branding. At the crossroads of creative activity within the institution, work will involve collaborations with many internal clients and departments. The Museum's Design Studio is a fast-paced, deadline-driven, creative environment that develops high design solutions.

Education

Education

The intern will assist with the planning, implementation, supervision, and evaluation of artist programs organized by the Education Department for various audiences. Artist programs currently offered by Education include artist-at-work demonstrations, drop-in drawing classes, artist gallery talks, studio workshops, lectures and panel discussions, and artist-curated events including projects developed under the Getty Artists Program. The intern will contribute to a variety of programs, which will be determined based on schedule, need, and interests and skills of the intern. Duties may include helping to identify and select artists, developing program content with participating artists and museum staff, implementing and promoting programs according to relevant Getty procedures, supervising programs, and developing evaluation methods.

Exhibitions

Exhibitions

This internship offers a complete, firsthand overview of the Getty exhibition development process and the work of the Exhibitions Department, including general project management, contract development, exhibition budget assembly and oversight, the logistics of exhibition installation and deinstallation, and other special projects as assigned. The intern will work closely with representatives of many Getty departments and will have the opportunity to oversee the development of at least one exhibition from beginning to end.

Public Programs

Public Programs

The intern in the Department of Public Programs participates in the overall development, coordination, and execution of a diverse array of performing arts (music, theater, dance, and film) events for the Getty Center with involvement at various stages of program management. Programs are presented at the Center's Auditorium, Museum Courtyard stage, or in site-specific locations around the museum. Day-to-day duties include basic event logistics, communicating with incoming artists, soliciting and writing program and web copy, working on social media and promotion strategies, researching artists, and providing day-of event and artist assistance. Special projects to be assigned.

Museum Communications and Public Affairs

Museum Communications and Public Affairs

The Department of Museum Communications and Public Affairs at the J. Paul Getty Museum offers a rare opportunity for an intern to gain hands-on experience in museum development. Collaborating with a small, dynamic team, the intern will assist with the development of sponsorship proposals, help refine mailing lists, plan events, and assist with donor cultivation and stewardship. Projects may include drafting correspondence for membership renewals and gift acknowledgments; drafting email announcements and invitations to VIP events; assisting with the logistical planning of annual council meetings; and updating the master invitation list. The internship will provide a rich learning experience of how the Department supports the daily operations of the Getty Museum.

The Getty Research Institute (GRI) is a think tank that promotes advanced scholarship in the visual arts through an international residential scholars program, a library of over 1,000,000 volumes, major archival collections, exhibitions, publications, lectures, and symposia. For more information about the GRI, go to www.getty.edu/research.

Collecting and Provenance

Collecting and Provenance

The intern will research, create, and edit records for inclusion in the Getty Provenance Index and may assist in planning workshops and conferences related to current database projects. S/he will also be involved in the redesign of data architecture and user interface of the Provenance Index. Over the course of the year, the intern will receive an introduction to European art markets of the 16th through 20th centuries, methods for provenance research, and digital humanities issues.

Collections Management

Getty Vocabulary Program

The intern's responsibilities will include researching terminology, biographical data, geographic data, information on works of art and architecture, and other source materials for inclusion in the Art & Architecture Thesaurus® (AAT), the Union List of Artist Names® (ULAN), the Getty Thesaurus of Geographic Names® (TGN), and Cultural Objects Name Authority® (CONA). Duties include evaluating, constructing, revising, and expanding new

and existing terminology and work records for art and architecture. The intern will receive training in creating authority records, and cataloging and indexing works of art and architecture. In addition, the intern will receive instruction on how vocabularies and associated data are used in retrieval and linked broadly in the outside world as Linked Open Data (LOD).

Collections Management (Photography Archive)

The purpose of this internship is to provide career-oriented training in all aspects of photographic archive stewardship. The GRI's extensive archive of photographs documenting Western art will be the focus of the intern's comprehensive hands-on experience. The Photo Archive's two million photographs provide supplementary and original pictorial research for the study of fine arts from antiquity to the modern period, including paintings, drawings, prints, illuminated manuscripts, architecture, sculpture, minor arts, and decorative arts. The intern will be exposed to a range of issues related to photographic archives such as: collection development and acquisition, physical maintenance and conservation, cataloguing, digitization, reference, and copyright. Tasks may include writing finding aids, implementing processing plans, writing blog posts, assisting researchers, answering reference inquiries, and providing maintenance for the physical collection.

Collections Management

The intern in Collections Management will gain hands-on experience with the GRI's unique research collections, which include archives of artists, galleries, and art historians; sketches and drawings; prints from the 16th to the 21st century; rare photographs; video artworks and documentation; and art multiples. The intern's primary responsibilities will be archival processing and cataloguing, with other projects assigned according to the intern's particular skills and interests. Specific tasks may include developing processing plans, re-housing and arranging materials, writing finding aids, creating catalogue records, writing blog posts, and collaborating on digitization projects.

Department of Architecture and Contemporary Art

Department of Architecture and Contemporary Art (DACA)

The DACA intern will participate in all programmatic activities of the department, which include a wide range of subjects in contemporary art, architecture, and cinema, as well as ongoing digital projects and preparation for the upcoming initiative Pacific Standard Time: L.A./L.A. The intern will assist with research projects, acquisitions, exhibitions, publications, and public programs. The intern will work closely with curators and staff within the department, as well as with visiting scholars, filmmakers, artists, and other collaborators. The ideal candidate will have a specialized interest in Latin America. Reading and writing fluency in Spanish is preferred, along with advanced reading knowledge of Portuguese.

Director's Office

Director's Office

This internship offers the opportunity to gain firsthand experience with managing a research project and preparing a major international exhibition related to the Getty Foundation's [Pacific Standard Time: L.A./L.A. initiative](#). Titled *Luxury Arts in the Ancient Americas*, this research and exhibition project is co-organized by the Getty Research Institute, the J. Paul Getty Museum, and the Metropolitan Museum of Art. It explores the idea of luxury in the Americas from 1000 BC to c. AD 1600 through indigenous understandings of value. The intern will be involved in all aspects of curating the exhibition and developing the accompanying catalogue. Due to the nature of the project, knowledge of Spanish is highly desired.

Publications

Publications

Our intern works closely with members of the GRI Publications department to learn how print books are produced—from acquiring and editing a manuscript to obtaining art and permissions, from proofing typeset pages to promoting the final product. The intern will work with editors, designers, production coordinators, and other publishing professionals on a variety of projects, such as developing art programs, marking up proofs, and copyediting manuscripts. The ideal intern is a self-starter who has a broad interest in the visual arts, a passion for communicating complex ideas, and an eye for detail. Projects scheduled for 2015–16 include a collection of essays titled *The Art and Art Histories of Brazil*; a translation of Umberto Boccioni's *Futurist Painting and Sculpture*; a translation of Julius von Schlosser's *Art and Wunderkammern of the Late Renaissance*; a monograph on Reyner Banham and the rise of high tech; a catalogue to accompany the *Art of Alchemy* exhibition; a monograph on the architect Pierre Koenig; a collection of essays titled *London and the Emergence of a European Art Market*; a monograph on Russian avant-garde books; and the *Getty Research Journal*.

Research Projects & Programs

Research Projects & Programs

The GRI's Research Projects & Programs section manages the GRI's institutional research agenda, leads individual research projects, and oversees all of the GRI's public and educational programming. The Digital Art History department oversees and/or collaborates on digital initiatives and research projects throughout the GRI and across the Getty. This internship will provide on-the-job training in research, project management, programming, and the digital humanities, and will encompass aspects of scholarly and applied research, digital research and development, team-based research, writing for multiple audiences and outlets, program planning and coordination, and institutional documentation. It will be ideal for someone who is interested in furthering his/her academic skill set (scholarly research, writing, and digital art history), while also developing new skills that will make such training relevant to a much broader range of employers and job opportunities. In addition to working with all of the GRI's research projects, the intern can expect more in-depth involvement with projects such as *Pacific Standard Time: L.A./L.A.*, *Producing Empire: The Politics of Representation in France and North Africa*; and/or *Scholars' Workspace* (a collaborative digital environment).

The Getty Conservation Institute (GCI) pursues a broad range of activities dedicated to advancing conservation practice and education in order to enhance and encourage the preservation, understanding and appreciation of cultural heritage. For more information, go to www.getty.edu/conservation.

Education (12-month)

The intern in the GCI's Department of Education may contribute to needs assessments for conservation education, pedagogical research, and the development of courses, workshops, or meetings for conservation professionals.

<http://www.getty.edu/conservation/about/education/index.html>

Education and Dissemination (12-month)

Working closely with staff from the education and dissemination departments, the graduate intern will undertake research to identify digital environments where GCI publications, resources, and materials would reach their targeted professional and scholarly audiences. This research may include conducting a survey of online resources, communities, and initiatives related to the field of heritage conservation with particular attention to newly developed resources in the digital humanities, linked open data, and Wikipedia communities. The intern's research may also include measuring the impact of GCI publications on the conservation field through bibliometrics (citation analysis). http://www.getty.edu/conservation/core_areas/education/index.html

Field Projects (12-month)

Field Projects interns may participate in one or more projects which may include the organization and implementation of field campaigns some of which involve hands-on conservation work, the development of conservation plans, and reference documentation. http://www.getty.edu/conservation/about/field_projects/index.html. In 2015/16, two dedicated internships are also being offered to work on the Earthen Architecture Initiative and the Conserving Modern Architecture Initiative.

Science (12-month)

Science interns will gain experience in major scientific research projects, and may learn to use instrumentation or perform tests to investigate the properties of materials used in cultural heritage, to evaluate conservation treatments, to assess preventive conservation strategies, and to conduct technical examinations on works of art.

<http://www.getty.edu/conservation/about/science/index.html>

The Getty Foundation provides support to institutions and individuals throughout the world, funding a diverse range of projects that promote the understanding and conservation of the visual arts. For a current list of the Foundation's funding priorities, see <http://www.getty.edu/foundation>.

Philanthropy

The intern in the Foundation has an opportunity to learn about arts and culture philanthropy by working on grant-making programs in the areas of art history, conservation, museum practice, and professional development. S/he will be involved

primarily in research relating to current and potential funding initiatives, and the administration and evaluation of ongoing programs. Qualifications include knowledge of art history and/or conservation, and good research and communication skills. A strong understanding of museum practice and an interest in philanthropy is a plus.

Getty Publications produces award-winning books in the fields of art history, architecture, photography, archaeology, conservation, and the humanities. For more information, go to <http://www.getty.edu/publications/>.

Digital and Print Publications Department

Getty Publications produces 30 to 35 print titles a year and an increasing number of digital projects, including e-books and web-based publications. The Digital and Print Publications internship will provide in-depth experience in the creation, distribution, and marketing of digital publications as well as a grounding in the traditional editorial functions involved in art publishing. Working closely with the Digital Publications Manager, Editor-in-Chief, and other publishing staff across the Trust, duties will include the coordination of assets and metadata for print and digital publications, copyediting and manuscript preparation, project coordination, identifying and clearing image rights, and digital format research and testing. Candidates should be organized, detail-oriented, and have strong written and verbal communication skills.