



## The Getty Leadership Institute

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The Getty Leadership Institute presents:

# MUSEUM LEADERS: THE NEXT GENERATION

November 15 - 20, 2009 | MIT Endicott House - Dedham, Massachusetts

## NextGen 2009 Application Guidelines

Deadline for materials, due in our office:

June 2, 2009

### Application Procedures

**ONLINE APPLICATION FORMS AVAILABLE  
BEGINNING MARCH 3, 2009:**  
[www.getty.edu/leadership/programs/ng](http://www.getty.edu/leadership/programs/ng)

The *Museum Leaders: the Next Generation* application consists of four parts:

1. two confidential letters of nomination with completed *Confidential Nomination Forms*, (submitted via trackable postal mail);
2. the *Nominee Information Form* (submitted via e-mail);
3. the institution's organizational chart with the nominee's position and/or department highlighted (submitted via e-mail);
4. a current résumé (submitted via e-mail).

Applications, including the letters of nomination, must be in English.

All application materials for NextGen 2009 are due in the GLI office no later than **June 2, 2009**.

Written notifications of admission, as well as scholarship and travel assistance decisions, will be sent to all nominees on August 25, 2009. Once admitted, tuition paid in full will confirm participation. Tuition payments are due no later than September 15, 2009.

Confirmed participants will receive pre-program assignments and instructions on how to complete time-sensitive leadership assessment instruments involving other colleagues on September 22, 2009.

### Application Instructions for Nominators

(senior professional colleagues in the museum field)

Please complete the *Confidential Nomination Form* found at [www.getty.edu/leadership/programs/ng](http://www.getty.edu/leadership/programs/ng) and write a **letter of nomination** in support of your nominee. Place emphasis on describing instances when the nominee demonstrated **critical thinking, innovative practice** and **leadership**. Also, consider the points listed below in your recommendation; they may be addressed in whatever order or format you feel is most appropriate. We also welcome any further comments you may wish to offer.

- How long you have known the nominee.
- The nominee's growth potential.
- The nominee's insights into his or her strengths and weaknesses.
- The nominee's commitment to the museum field.
- The nominee's motivation to attend *Museum Leaders: the Next Generation*.
- The nominee's willingness to engage others and explore new ideas.
- How you anticipate the nominee's participation in this program will benefit the field.

Print your recommendation on letterhead, seal in an envelope, and sign the envelope across the back flap. Give your letter to your nominee for submittal or send your letter directly to the GLI at the address above using trackable postal mail.

Then point your nominee to the information on our website, [www.getty.edu/leadership/programs/ng](http://www.getty.edu/leadership/programs/ng) to complete his or her *Nominee Information Form* online.



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### Application Instructions for Nominee

1. Obtain **two letters of nomination** from senior professional colleagues in the museum field (see instructions for Nominators above). We recommend receiving your first nomination from a colleague within your institution with firsthand knowledge of your abilities, and your second nomination from a colleague outside of your institution with firsthand knowledge of your contributions to the museum field.
2. Find a PC with Adobe Acrobat Reader version 7 or above. You may download a free copy of the most recent version of Adobe Acrobat Reader at: [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

Note: Mac users may have trouble with our forms.

If you are not using a purchased copy of Adobe Acrobat Professional, you will not be able to save your form data on your hard drive. Therefore, free Adobe Acrobat Reader users should prepare information in advance and complete the *Nominee Information Form*, print and submit in one sitting.

The **Nominee Information Form** can be found at: [www.getty.edu/leadership/programs/ng](http://www.getty.edu/leadership/programs/ng). Begin by clicking the "highlight fields" checkbox and proceed to enter your information. When entering data about your institution, pay particular attention to corresponding with the information on your institution's organizational chart.

Click the "**Print Form**" button on the last page and keep this paper copy for your records. Then proceed by clicking the "**Submit by Email**" button and follow the directions below to complete your application. *Please do not send paper copies of your application to the GLI; only applications submitted online will be considered.*

3. Obtain and submit a digital copy of your **institution's organizational chart** with your position and/or department highlighted with an asterisk. Follow the directions in #5 below for submission.

4. Submit your **current résumé** (no more than two pages, using a font size of 12 points). Include information about your education, your employment history, professional development/continuing education experience, and professional affiliations/service-related activities. Follow the directions in #5 below for submission.
5. Either attach your organizational chart and résumé to the e-mail automatically generated when you click the "Submit by Email" button on your *Nominee Information Form* or send them in a separate e-mail to [gli@getty.edu](mailto:gli@getty.edu) with the subject line: <your last name> organizational chart and résumé.

### Terms of Participation

Admitted nominees who change employers between admission to and participation in *Museum Leaders: the Next Generation* must submit a revised **Nominee Information Form, organizational chart, and current résumé**. GLI reserves the right to rescind the admission of anyone whose position or responsibilities change between admission to and participation in this program.

*Museum Leaders: the Next Generation* is a program that requires a substantial commitment of time and energy. Participants are to take responsibility for their own learning and attend all sessions and group meals, complete assignments, and participate fully in group discussions and projects. We recommend staying at the MIT Endicott House for the duration of the program as your finances permit. Special room rates have been arranged at \$143 per night (this does not include parking or taxes).

If you anticipate the need to remain continually engaged in ongoing business at your institution during the week of November 15, 2009, please consider applying another year. Additionally, we are unable to accommodate families or permit visitors for the duration of the program. We understand this can present a hardship for many in the field and we urge you to consider this carefully before applying.