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 2001.

Terms of the Internships
Each internship is full-time (five-day, thirty-eight-hour week), beginning September 22, 2003. Most internships are for eight months, ending May 28, 2004; conservation internships last twelve months, ending September 17, 2004. Grant amounts are $17,296 for eight months and $25,000 for twelve months. Health benefits and an educational travel allowance of $1,200 are also included.

GETTY
GRADUATE
INTERNSHIPS
03
04

GENERAL INFORMATION

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Getty Internships
Getty internships are offered by several programs of the Getty Trust, including the Museum, Research Institute, Conservation Institute, Grant Program, and Web Site. 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 for the History of Art and the Humanities (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. The Getty Web Site presents a wide array of information that describes the activities of all the programs of the Getty Trust.

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 the GRI library's collection materials—paper-based, photographic, and 3-D composite objects. Internships are also offered in the GCI departments of Field Projects, where interns will participate in the organization and implementation of field campaigns that may include the development of site management plans and reference documentation; and Science, where interns will learn to operate equipment and perform tests to scientifically investigate the processes of material deterioration, to design and evaluate conservation solutions, and to technically examine 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 focus upon one of the many programs serving audiences ranging from students and teachers to families and adults, helping to facilitate a variety of learning experiences centered on works of art in the collections and exhibitions. The intern
in the GCI’s Department of Education will contribute to the creation of curricula and didactic materials for specialized training of conservation professionals, the development of appropriate teaching skills and strategies for conservation educators in the international context, and the exploration of Web-enhanced teaching and learning for conservation.

- **INFORMATION MANAGEMENT/ONLINE RESOURCES** The intern in the Web Group will be an active member of a lively and deadline-driven production team, involved in concept development, storyboarding, writing, editing, and content management for the Getty Web site. The intern in the Museum’s Department of Interactive Programs will take part in production of material for a range of resources for the public, including films and media accompanying exhibitions, and ArtAccess, the Getty’s interactive computer-based system for delivering information and interpretation of the collections, new acquisitions, and exhibitions to the public through image, text, audio and video. At the GCI, the intern in the Department of Information Resources will contribute to GCI Web site production and to publication of the Web database service AATA Online and will help to develop methodologies to manage the Institute’s information resources and make them available to professional communities around the world. At the GRI, the intern in the Department of Institutional Archives will work on Getty-wide records management, including an historical archive of paper and electronic records and oral histories. Also at the GRI, the intern in the Department of Special Collections and Visual Resources will develop skills in cataloguing archival collections, including one consisting of photographs of Old Master drawings.

- **RESEARCH** One research-related internship is offered by the Provenance Index of the GRI, where the intern will train in the methodology of provenance research, including analysis of archival inventories and indexes of paintings found in auction catalogues from various European countries.

- **MUSEUM REGISTRATION** The intern in the Registrar’s Office will become acquainted with the Museum’s acquisition policies, registration procedures, and collections management practices. The registration intern will assist with exhibitions, including loan, shipping, courier, installation, and deinstallation arrangements.

- **EXHIBITIONS AND PUBLIC PROGRAMS** The intern in the Museum’s Department of Exhibitions and Public Programs will take part in the overall coordination of Museum exhibitions, bringing together and managing input from all of the departments involved in developing an exhibition. At the GCI, the intern in the Public Programs and Communications Department will participate in the development of programs about conservation and in the creation of publications that inform general and professional audiences about the work of the GCI and that benefit the conservation field.

- **GRANTMAKING** The intern in the Grant Program will assist in administering grants, developing publications, and undertaking other administrative projects.

- **DESIGN** The intern in the Museum’s Exhibition Design Department will use 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/about/opportunities/intern.html. Alternatively, send an e-mail to interns@getty.edu or call (310) 440-7156. Application materials must be postmarked no later than January 3, 2003, and should be sent to:

The J. Paul Getty Museum
Education Department
Getty Graduate Internships
1200 Getty Center Drive, Suite 1000
Los Angeles, CA 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 11, 2003. For more information about the Getty, visit the Getty Web site at www.getty.edu.
APPLICATION FORM

Please type or print clearly in blue or black ink and answer all questions completely. Attach additional sheets if necessary.

Last name    First    Middle

Current address    Valid through (date)

City          State       Zip code

Current telephone number    Valid through (date)    E-mail address

Permanent address

City          State       Zip code

Permanent telephone or message telephone    Country of citizenship

Internship Selection

Please select TWO of the following internships. Prioritize your choices by writing “1” for your first choice and “2” for your second choice. Your application will be read primarily by the two departments you choose. Note that the number of internships is limited, and applications from different departments are measured against each other, with the result that in any given year not all departments are granted interns.

CURATORIAL

___ Museum Department of Antiquities (Greek and Roman Art)
___ Museum Department of Decorative Arts
   (Northern European and French, 1660–1795)
___ Museum Department of Drawings (European, prior to 1900)
___ Museum Department of Illuminated Manuscripts
   (European, 800–1600)
___ 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 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
___ GCI Department of Education

INFORMATION MANAGEMENT/ONLINE RESOURCES

___ Web Group (Getty Web Site)
___ Museum Department of Interactive Programs
___ GCI Department of Information Resources
___ GRI Department of Institutional Archives
___ GRI Department of Special Collections and Visual Resources
RESEARCH

GRI Provenance Index

MUSEUM REGISTRATION

Museum Registrar's Office

EXHIBITIONS AND PUBLIC PROGRAMS

Museum Department of Exhibitions and Public Programs
GCI Department of Public Programs and Communications

Education

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

University/Institution name

Location

Type of graduate degree, diploma, or certificate

Month/Year of completion (You are not eligible if this date is prior to June 2001.)

Major area(s) of study

Minor area(s) of study

Name of university department head, principal adviser, or institution director

Office address

Title

City

State

Telephone number

E-mail address

Zip code

Previous higher education

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<th>School</th>
<th>Location</th>
<th>Dates</th>
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Describe major research or projects undertaken:

__________________________________________________________________

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Skills

List the languages you read:

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<th>Language</th>
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<th>Adequate</th>
<th>Good</th>
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List the languages you speak:

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

Reading: ☐ Limited ☐ Adequate ☐ Good ☐ Excellent

Other relevant skills: ______________________________

Speaking: ☐ Limited ☐ Adequate ☐ Good ☐ Excellent

Writing: ☐ Limited ☐ Adequate ☐ Good ☐ Excellent

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.)

1. Name and address of organization

   Dates

   Job title and duties

   Check one: ☐ Paid ☐ Volunteer

2. Name and address of organization

   Dates

   Job title and duties

   Check one: ☐ Paid ☐ Volunteer

3. 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:

1.
Name
Position
E-mail address
Telephone number

2.
Name
Position
E-mail address
Telephone number

Indicate how you learned about our internships:

☐ 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

Please include the following items in your application:

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

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 no later than January 3, 2003, and should be sent to: The J. Paul Getty Museum
Education Department
Getty Graduate Internships
1200 Getty Center Drive, Suite 1000
Los Angeles, CA 90049-1687