



501 N. Main Street, Los Angeles, CA 90012
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JOB TITLE: Getty Marrow Curatorial & Registration Intern
CLASSIFICATION: Full Time; Non-Exempt; \$6,925 for 400 hours
REPORTS TO: Associate Curator

ABOUT LA PLAZA

LA Plaza de Cultura y Artes centers the history of Mexican and Mexican Americans in Los Angeles, and collects, preserves, and shares the stories, accomplishments, and experiences of Latinx people and Latino culture. Established in 2011, LA Plaza is a Smithsonian-affiliated Museum and cultural hub located in the birthplace of Los Angeles. More information is available at www.lapca.org.

THE OPPORTUNITY

Getty Marrow Undergraduate Internship Program

The Getty Marrow Undergraduate Internship program has funded paid summer internships at museums and visual arts organizations across Los Angeles. For additional information about The Getty Foundation, the Getty Marrow Undergraduate Internship Program, eligibility requirements, and for a complete list of all the internships offered this summer, visit The Getty Foundation website at <https://www.getty.edu/projects/getty-marrow-undergraduate-internships/>.

PRIMARY RESPONSIBILITIES

LA Plaza de Cultura y Artes seeks an energetic Getty Marrow Curatorial & Registration intern to assist the Curatorial Department with the development and installation of two temporary exhibitions scheduled to open September 2024. The intern will also support the maintenance of loan documentation for both temporary and permanent exhibitions.

The intern's primary projects will include assisting the Curatorial Department with developing a checklist, requesting loans, participating in oral histories, and drafting exhibition text and interactives. The intern will also support the maintenance of the collections management system, Argus, and review loan documentation for temporary and permanent exhibitions. Duties and responsibilities include research and writing, building exhibition checklists, entering data into Argus, handling and condition reporting objects, conducting an inventory of art storage, and preparing incoming loan documentation.

PREFERRED QUALIFICATIONS

The intern should demonstrate an interest in exhibition development, museum registration, and collections management. In addition, the intern should express curiosity in curatorial research related to Los Angeles, Mexican, Mexican American, Latina/o/x, and indigenous history and interactive storytelling.

ELIGIBILITY

Per the eligibility criteria of the Getty Marrow Undergraduate Internship program, applicants must:

- Be a member of a group underrepresented in careers related to art conservation, museums, and/or visual arts organizations, which can include groups defined by—among other things – socioeconomic status, cultural background, physical or other disability, geographical origin and/or any life experiences that add diverse and underrepresented perspectives.
- Be currently enrolled as a full-time undergraduate (bachelor's degree program or associate's degree program). Students must have completed at least one semester or two quarters of college by June 2024. Students who graduated immediately before the internship begins are also eligible (Students who are enrolled in a second BA or BS program are not eligible)
- Attend college in or be a permanent resident of Los Angeles County; and
- Be a United States citizen or permanent resident (non-citizen authorized to live and work in the United States on a permanent basis; also known as a “green card” holder). Students with DACA (Deferred Action for Childhood Arrival) status valid through the internship period are also eligible.

WORK ENVIRONMENT

- Office environment in a museum setting.
- Ability to perform the physical requirements of the job, including frequent sitting standing, walking, bending, kneeling, crouching, climbing stairs, lifting, pulling, and carrying up to 30 pounds.
- LA Plaza will make reasonable accommodations to enable individuals with disabilities to perform the responsibilities of the position.

EMPLOYMENT STATUS

- This internship is a full-time (40 hours/week) non-exempt position for a consecutive ten-week period between June and August 2024. The intern must complete 400 hours.
- The work hours for this position will be Monday through Friday from 9:00am-5:30pm with occasional evening and weekend activity.

COMPENSATION

- The rate for this position is \$6,925 for 400 hours.

LA Plaza offers a competitive compensation package that includes:

- Free parking
- Direct Deposit of paycheck

Employment background screening will be conducted and conditional upon any offer of employment.

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

POTENTIAL INTERNSHIP DATES

June 3 – August 9, 2024

June 10 – August 16, 2024

June 17 – August 23, 2024

HOW TO APPLY

To apply, please submit a résumé and cover letter by April 14, 2024. Cover letter should outline interest in position and how this opportunity aligns to future professional and academic goals.

Submit application materials to:

Esperanza Sanchez

Associate Curator

esanchez@lapca.org