

Title: Curatorial Intern-- Getty Multicultural Internship

Department: Curatorial Department

Classification: Temporary Full-Time, Nonexempt, 37.5 hours per week (10 weeks, June to August)

Summary

The internship is in the Library's curatorial department working under the supervision of the Curator of Photography & Visual Culture. The curatorial internship involves many aspects of exhibition development and research related to The Huntington's centennial-year exhibition opening in September 2019. The intern will begin the project on or around the week of June 4 for a ten-week period that begins with a thorough orientation of the Curatorial Department's procedures and staff.

Essential Functions

Tasks will include, but are not limited to:

- Research related to the exhibition checklist, including historical, biographical, and contextual research as directed;
- Assistance with crafting a timeline of major events in 1919 for inclusion in the exhibition and catalog;
- Perusal of the institution's general and scientific periodicals and regional directories within the specified time period for possible inclusion in the exhibition;
- Participation in all implementation, design, conservation, and publication meetings related to the exhibition, as well as full participation in the day-to-day life of the Library's curatorial department.
- The intern will interact primarily with Library and Art Division staff from the curatorial departments, as well as Communications and Preservation staff.
- S/he will be trained in the proper handling and check-out procedures as well as receive an overview of all appropriate catalogs and databases necessary to perform the internship duties.
- Attend standing meetings scheduled each week with the exhibition curators. Intern will be supplied with the necessary workspace and equipment needed to perform daily duties, and will report directly to the Curator of Photography & Visual Culture.

Eligibility

Students must:

- Be of a group underrepresented in museums and visual arts organizations, including, but not limited to, individuals of African American, Asian, Latino/Hispanic, Native American, or Pacific Islander descent;
- Be currently enrolled undergraduates. Students must have completed at least one semester of college by June 2018. Students graduating in May or June 2018 are also eligible. (Students who are enrolled in a second BA or BS program are not eligible.)
- Reside or attend college in Los Angeles County; *and*
- Be a United States citizen or permanent resident.

How to Apply

- Applicants are required to submit a
 - Personal Statement (please indicate how you satisfy the eligibility criteria for the Getty Multicultural Internship; refer to the **Eligibility** section above for requirements);
 - Transcript(s); and
 - Two Letters of Recommendation by **5:00p.m. Pacific Standard Time on April 23, 2018.**
- Email your application materials to jobs@huntington.org by **5:00p.m. Pacific Standard Time on April 23, 2018.**

Working Conditions

- Office environment. Much work is performed on a computer.