

# GETTY MARROW CURATORIAL INTERNSHIP

Application Deadline: April 11, 2025



## Summary of Position

Craft Contemporary is seeking a detail-oriented individual to serve as its next Getty Marrow Curatorial Intern as part of the Getty Marrow Undergraduate Internship program. The Getty Marrow Curatorial Internship at Craft Contemporary offers an immersive experience in supporting exhibition research, planning, art-handling, and exhibition-related program coordination for upcoming exhibitions scheduled in 2025 and 2026. Reporting to the Senior Curator, the curatorial intern will have the opportunity to actively participate in studio visits, conduct field research, and engage in team meetings, providing a comprehensive view of the curatorial process. This opportunity offers undergraduate students a unique chance to learn and gain first-hand experience as part of the curatorial team at a vibrant museum with a rich history in Los Angeles. The Getty Marrow Curatorial Intern will play a crucial role as a partner to our Curator, offering not only administrative support but also the opportunity to learn about exhibition planning processes, de-installation and installation procedures, best practices in object handling techniques, research methodologies, drafting, editing, and writing didactic materials, as well as contributing to the museum's exhibition Digital Archive Project. The intern's workload is allocated as follows: 60% dedicated to curatorial duties for upcoming exhibitions, 20% focused on archival initiatives, 10% on learning curatorial and exhibition logistics, and 10% on attending museum meetings, field trips, and activities related to museum operations. Getty Marrow Curatorial Intern work hours are Monday to Friday, 10:00 am to 6:30 pm, with occasional evening and weekend availability required for special events. This is a full-time, on-site, 10-week summer position (June 17 – August 22, 2025) with hourly compensation, reporting directly to the Senior Curator.

## Intern Requirements

The Getty Marrow Undergraduate Curatorial Intern 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 in either a bachelor's degree program or an associate's degree program. Students must have completed at least one semester or two quarters of college by June 2025. Students who have graduated the semester or quarter 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 LA 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 full-time (no more than 40 hours a week), for 10 consecutive weeks.
- Attend three (3) mandatory Education Events: Arts Summit and two (2) Learning Community Events.
- Complete supervisor-assigned projects and tasks during the summer. (See Roles and Responsibilities.)
- Submit an end-of-internship evaluation.

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## Roles and Responsibilities

- Conduct research and assist in planning upcoming exhibitions scheduled for 2025 and 2026.
- Work closely with the Senior Curator to gain insight into exhibition planning and design processes.
- Visit artists' studios to gather insights and materials for exhibitions.
- Assist in creating exhibition checklists and contribute to layout and design.
- Write engaging, multi-lingual didactic materials to enhance the visitor experience.
- Learn and assist in conducting detailed examinations of artworks and creating condition reports.
- Learn and assist with logistical aspects of managing loans and artwork transportation.
- Collaborate with artists, guest curators, and Curator on exhibition-related programming and events.
- Support with museum's ongoing exhibition Digital Archive Project.
- Handle various assigned tasks related to exhibition preparation.

## Traits, Characteristics, & Qualifications

- Proficiency in Microsoft Office Suite.
- Ability to work some weeknights and weekends.
- Possess strong organizational, analytical, oral, and written communication skills.
- Ability to work collaboratively and productively with a diverse multigenerational professional staff to foster a positive and cooperative work environment.
- Some physical demands (i.e. lifting boxes, arranging furniture, standing/sitting for long periods) may be required. Accommodation will be provided if necessary.

## Compensation

The pay rate is \$17.88 per hour.

Craft Contemporary is an equal-opportunity employer. We encourage candidates from all backgrounds to apply, as diversity and inclusion are fundamental to our organization's values. We are committed to providing a workplace that embraces and celebrates diversity, fostering an environment of equal opportunity for all.

## Application Procedure

To be considered for this position, please submit the following as PDF attachments to Rody N. Lopez, Executive Director, [HR@craftcontemporary.org](mailto:HR@craftcontemporary.org):

Letter of interest

Resume

*The application period will remain open until Friday, April 11, 2025. The selected candidate will start on Monday, June 16, 2025.*

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## About Craft Contemporary

Craft Contemporary, located on Los Angeles' historic Miracle Mile, resides in a three-story neo-Georgian building designed in 1930 by Gilbert Stanley Underwood. Once housing Frieda Schroeder Cakes, it was transformed into a restaurant and gallery by painter Edith Robinson Wyle in 1965, gaining non-profit status as the Craft and Folk Art Museum in 1973. Today, its façade, adorned with a vibrant geometric design by Los Angeles artist Brent Spears (Shrine), showcases the museum's dynamic spirit.

In 2018, the institution transitioned to Craft Contemporary, aligning its name with a mission that celebrates both the process and outcome of making. Craft Contemporary is a vibrant hub for creativity and cultural enrichment in Los Angeles, embracing diverse audiences. The museum remains committed to Wyle's legacy, curating exhibitions featuring established and emerging artists exploring craft media often overlooked in larger institutions. Wyle's belief in the transformative power of hand-crafted objects echoes through the museum's commitment to representing handmade art, celebrating cultural identity, and providing immersive experiences. The institution continues to evolve, offering educational programs and hands-on multigenerational workshops, creating a space where Los Angeles residents can deepen their connection to art, creativity, and community.

The museum also features an award-winning [Museum Shop](#), which is a destination in its own right.

Please visit [www.craftcontemporary.org/about](http://www.craftcontemporary.org/about) for more information.

## About Los Angeles

Los Angeles is the commercial, financial, and cultural center of Southern California. The city covers approximately 470 square miles and is home to a population of 4 million residents (10 million in Los Angeles County); it is the largest city in the state of California and the second most populous city in the United States. Los Angeles is known for its Mediterranean climate, ethnic and cultural diversity, championship sports teams, and beautiful beaches. Los Angeles ranks among the world's largest economies; not only is it the epicenter of the entertainment industry, but Los Angeles also has a booming tourism industry and strengths in international trade, technology, fashion, and digital media. Los Angeles is home to iconic landmarks and attractions, renowned universities and colleges, and more museums than any city in the United States, including The Getty, Los Angeles County Museum of Art, The Broad, and the California Science Center.

This internship is made possible with support from the Getty through its [Getty Marrow Undergraduate Internship](#) initiative.

