



PAID SUMMER INTERNSHIP

ARCHIVE & COLLECTION INTERN AT RYMAN ARTS *2017 GETTY MULTICULTURAL UNDERGRADUATE INTERNSHIP*

Ryman Arts is seeking an intern to support an ongoing project to preserve and organize the archives and collection of art by Herbert D. Ryman, ultimately making the collection more accessible to curators and historians. The intern will assist in organizing, preserving and researching historic records, artifacts, photographs, original artwork, and related information from the archives of artist Herbert D. Ryman, a mid-century American fine artist and Disney designer. Ryman had a long career as a painter, exhibiting widely in New York and California, and was also a legendary designer who worked for Walt Disney and at other studios from the 1930s until his death in 1989. Ryman Arts owns a collection of art and the related personal files of Herbert D. Ryman.

Between June and August 2017, the Archive & Collection Intern, working under the direction of the Executive Director, will be involved in digitizing and cataloguing relevant files, transcribing oral histories, and updating art inventory records from the Ryman collection. The intern will be included in all general activities of the organization, including weekly staff meetings. The intern will have his/her own desk with a computer, and may travel with staff to offsite meetings. The Executive Director will provide supervision and guidance for the intern.

INTERN DUTIES (INCLUDES BUT IS NOT LIMITED TO):

- Learn how to digitize and catalogue archival materials and re-house originals in archival storage.
- Enter and track inventoried items in FileMaker Pro and Excel.
- Do research to help identify and date historical materials in the collection.
- Assist outside professional historians and archivists who are overseeing the preservation of the Ryman collection.
- Assist in preparing materials for a Herbert Ryman display for a public event.
- Will receive training in use of FileMaker Pro software, scanning and digitally photographing to document collection, and basic office administrative skills such as project planning and communications.
- Will also receive training in by an outside professional archivist in basic archival methods, appropriate storage methods and historical research.

ELIGIBILITY:

- Applicants must be from the following backgrounds currently under- represented in the museum and visual arts professions: African-American, Asian, Latino/Hispanic, Native American and Pacific Islander.
- Applicants must be currently enrolled students who have completed at least one semester of college by June 2017.
- Applicants must be a resident of, or attending college in Los Angeles County.
- Applicants may not have previously participated as a Getty Multicultural Intern at Ryman Arts.
- Applicants may not be a relative of a Ryman Arts staff or board member.
- Applicant must be eligible to work in the United States.

PLACEMENT:

Internship is for a consecutive ten-week period between June 5 and August 25, 2017. The position is full-time (Monday – Friday; 40 hours a week, hours TBD).

STIPEND:

Intern will receive a salary of \$5,000 for the ten-week period.

TO APPLY:

Interested applicants should mail or e-mail cover letter describing how you meet the eligibility requirements and the duties of the position, a resume, and two references (teacher, professor, former employer, etc.), and the completed application form to the Ryman Arts office. All materials must be received by **Friday, April 21, 2017.**

For more information on the Getty Multicultural Undergraduate Internship, visit: www.getty.edu/foundation



RYMAN ARTS GETTY MULTICULTURAL INTERNSHIP APPLICATION FORM 2017

Name Phone

Address/City/State/Zip Ethnicity

College/University Graduation Date Major/Minor

E-mail Address

Please list your experience with historical research, digital photography, and office technology skills.

Required Application Materials Enclosed:

- This Application Form
- 1-2 Page Cover Letter
- Resume
- Two professor recommendation letters or contact information for 2 professional references

Please complete and return the form with required application materials by email or postal mail Friday, April 21, 2017 to:

Ryman Arts Summer Internship Opportunity
1933 S. Broadway, 11th Floor, Suite 1138
Los Angeles, CA 90007
213.629.ARTS (2787)
www.rymanarts.org | dbrigham@ryman.org

This application can be downloaded from our website at www.rymanarts.org

** Funding for the Ryman Arts interns was provided by the Getty Foundation as part of its efforts to increase diversity in the professions related to museums and visual arts organizations by offering internships to outstanding students who are members of groups currently underrepresented in those professions.*