

**MIKE KELLEY
FOUNDATION
FOR THE ARTS**

2023 Getty Marrow Undergraduate Summer Internship

JOB TITLE: Intern

DEPARTMENT: Archives

STATUS: Full-time (35 hrs./week), Non-Exempt 10-Week Limited Position

COMPENSATION: \$19.50/hr.

REPORTS TO: Director of Archives

STARTS: June 2023

The Mike Kelley Foundation for the Arts (MKFA) advances the artist's spirit of critical thinking, risk taking, and provocation in the arts. Established by Kelley in 2007, the Foundation seeks to further Kelley's philanthropic work through grants to arts organizations and artists for innovative projects that reflect his multifaceted artistic practice. The Foundation also fosters the artist's legacy more broadly and advances the understanding of his life and creative achievements through educational initiatives including exhibitions, educational events, publications and the preservation and care of the Foundation's art collections and archives.

POSITION SUMMARY

Working closely with the archives staff and reporting to the Director of Archives, the 2023 Getty Marrow Undergraduate Summer Intern will be provided with hands-on learning experience in web archiving, preservation rehousing of oversized records, and identification of digital assets, to be used in the creation of archival access files. Web archiving work will be the major focus of the experience and will consist of conducting online research and using web archiving software.

The intern will also have the opportunity to engage with MKFA's Grants and Collections teams where they will gain a fuller understanding of the work of MKFA which includes both philanthropy and the stewardship of the art and archives collections. Grants projects include assisting the Grants Manager with the preparation of the 2024 Grants cycle and participating in grantee site visits. Collections projects include assisting with artwork loans, inspection, condition reporting and research. The intern's time will be distributed among the three departments: 50% of the internship will be focused in the Archives department, 20% will focus on Grants, 20% on Collections, and 10% on other projects.

In addition, the intern will work with our staff and Social Media Consultant to create social media content that highlights an aspect(s) of their work at the Foundation.

Lastly, the intern will join other interns nationwide in attending 2.5 hour weekly online sessions hosted by the Aspen Institute Artist-Endowed Foundations Initiative/AEFI. This is a great networking opportunity available to only interns of AEFs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research online to identify and select URLs that document the artist's exhibition history and philanthropic work for web archiving
- Learn Archive-It web archiving software in order to test crawl, perform quality assurance review, and add metadata to preserved URLs
- Assist in rehousing archival studio materials
- Locate digital files corresponding to video and sound materials in the collection using database search strategies and analytical skills
- Other responsibilities as assigned.

GETTY MARROW INTERNSHIP REQUIREMENTS

To be eligible for a Getty Marrow Internship, student 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 as full-time undergraduates (bachelor's degree program or associate's degree program).
- Students must have completed at least one semester or two quarters of college by June 2023. Students who graduated after April 1, 2023 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 (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.
- Note: Students are eligible to participate in the program multiple times, but must intern at different organizations each summer.

MINIMUM REQUIREMENTS

- Detail-oriented and interested in learning how to create and work with structured data.
- Strong problem-solving and time management skills.
- Excellent verbal and written communication skills.
- Ability to work independently as well as collaborate as part of a team.
- Eager to learn and work with various departments in the company.

ADA SPECIFICATIONS

- While largely sedentary, this position requires the ability to sit, climb stairs, stand, lift up to 20 lbs., as well as speak, and hear, sometimes for extended periods of time.
- Requires the ability to use a computer and office equipment traditionally found in office settings.
- Limited local and regional travel.

COVID VACCINATION REQUIREMENT

Candidate must be fully vaccinated and up to date against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

Definition of Fully Vaccinated:

A person is considered fully vaccinated more than 2 weeks following the receipt of either:

- The second dose in a 2-dose COVID-19 vaccine series (Pfizer-BioNTech or Moderna); OR
- One dose of a single-dose COVID-19 vaccine (Johnson and Johnson/Janssen); OR
- A full series of a COVID-19 vaccine that has been listed for emergency use by the World Health Organization (WHO); OR
- The full series of an accepted COVID-19 vaccine (not placebo) in a clinical trial; OR
- Two doses of any "mix-and-match" combination of an FDA authorized/approved or WHO-listed COVID-19 vaccine administered at least 17 days apart.

Definition of Up to Date:

An individual is up to date with COVID-19 vaccines when they are:

- Fully vaccinated and have received the most recent booster dose recommended by the CDC; OR
- Fully vaccinated and have received all recommended booster doses recommended by the CDC; OR
- Fully vaccinated but not yet eligible for a booster dose.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

COMPENSATION AND SCHEDULE

Compensation is \$19.50/hr. Work will be conducted on-site at our Highland Park offices, formerly Mike Kelley's home and studio. The work schedule is a Monday through Friday, 9:30 AM to 4:30 PM schedule with a one-hour paid lunch. The internship is a ten-week work period between June and August, 2023.

AT WILL EMPLOYMENT

In California, the relationship of employer and employee is generally "at will." This means that, without an employment contract, the employer or the employee can terminate the employment relationship at any time, with or without cause.

HOW TO APPLY

Please send a thoughtful cover letter and resume to jobs@mikekelleyfoundation.org. Applications will be reviewed on a rolling basis and accepted until the position is filled. Applicants should be ready to provide two references upon request.

We are passionate about creating an inclusive workplace that promotes and values diversity. Everyone is welcome and our employees are comfortable bringing their authentic selves to work. We believe that diversity drives innovation and allows employees to do their best work.

It is the policy of Mike Kelley Foundation for the Arts to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.