

The logo for the Mike Kelley Foundation for the Arts is a black square with the text "MIKE KELLEY FOUNDATION FOR THE ARTS" in white, bold, sans-serif capital letters, arranged in three lines.

**MIKE KELLEY  
FOUNDATION  
FOR THE ARTS**

## **2024 Getty Marrow Undergraduate Summer Internship**

**JOB TITLE: Collections Intern**

**DEPARTMENT: Collections**

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

**COMPENSATION: \$20.00/hr.**

**REPORTS TO: Collections Manager**

**STARTS: June 2024**

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**

The Getty Marrow Collections Internship at Mike Kelley Foundation for the Arts will support the Collections Manager and Registrar's activities as they prepare for several major exhibitions. Activities will include assisting with creating condition reports for outgoing works using the Exhibii system, preparing loan forms, assessing framing and display options, conducting research into works from the foundation's art collection, and reviewing institutional facility reports. The intern will also work with the team to complete installation guides and assess photographic documentation of collection works. The intern will be trained to work with Filemaker Pro, Portfolio Extensis, and Exhibii and come away with a broad understanding of Collections work.

The intern will also have the opportunity to engage with MKFA's Grants and Archives 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 2025 Grants cycle and participating in grantee site visits. Archives projects include hands-on learning experience in web archiving. The intern will engage with the Administrative department to learn about the daily operations of running an organization and will be introduced to outside partners (e.g. a gallery or art storage facility).

Lastly, 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.

## **GETTY'S REQUIREMENTS FOR INTERNSHIP**

While these internships are intended for students from backgrounds underrepresented in museums and visual arts professions, Getty encourages eligible candidates from all backgrounds to apply for consideration. Getty is an equal opportunity employer and does not discriminate on the basis of any protected trait under the law. Candidates are sought from all areas of undergraduate study at any higher education institution—community college, trade school, and public and private university—and are not required to have demonstrated a previous commitment to the visual arts.

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 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. Students who 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.

## **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 about the foundation's work in art, archives, collection management and grantmaking.

## **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 \$20.00/hr. Work will be conducted on-site at our Highland Park offices, formerly Mike Kelley's home and studio. The work schedule is Monday through Friday, 9:30 AM to 4:30 PM, with a one-hour paid lunch. The internship is for ten consecutive weeks between June and August, 2024.

#### **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](mailto: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.*