

MILLARD SHEETS CENTER FOR THE ARTS AT FAIRPLEX
Multicultural Undergraduate Summer Internship 2009
(Sponsored by The Getty Foundation)

****POSITION HAS BEEN FILLED for 2009****

The **Curatorial/Design Intern** will primarily assist in producing “The Making of Art Through the Ages: The First 30,000 Years” showing at the L.A. County Fair, September 5 – October 4, 2009. S/he will work with the exhibit director in designing and installing an interactive exhibit that involves live performers. S/he will also work with Public Programs Director in developing associated educational programs, print and web publications. The intern will learn about planning traffic flow (given that large groups will be scheduled to visit), sound, lighting, color scheme, documentation and security of artwork, wall text, integration of exhibit design elements into printed gallery brochures, audience connection with presented topics, and objects to highlight in a guided or audio tour. Substantial manual work and dynamic responses to a highly varied task list from day to day is required. The intern will learn about maintaining an exhibit budget and creating solutions in the face of budgetary constraints.

Benefits:

- \$3,500 stipend for the summer, to be paid in weekly installments
- Career development and networking events throughout the summer through which the intern will meet other interns and arts administration professionals.
- Invitation to the opening reception of the exhibition at the L.A. County Fair
- Opportunity to volunteer at the 2009 L.A. County Fair following internship

About the Millard Sheets Center for the Arts: The Millard Sheets Center for the Arts at Fairplex (MSCAF) is a NON-PROFIT organization that has produced exhibits and educational programs for the L.A. County Fair since 1922, with an audience of nearly 1.4 million in recent years. MSCAF presents contemporary as well as historical art in various styles and media including painting, photography, sculpture, textiles, video, ceramics, drawing, architecture, and design. Educational programs include interpretive programs of exhibitions with audio and docent-led tours, lectures, and hands-on workshops. Year-round programs have included panel discussions, formal art-making classes, film screenings, and special exhibits. Learn more at www.millardsheetscenter.org.

Eligibility Requirements: *This internship is intended for members of groups underrepresented in the professions related to museums and the visual arts: individuals of African American, Asian, Latino/Hispanic, Native American, and Pacific Islander descent, as required by The Getty Foundation's grant program. We encourage you to review the Getty Foundation's website www.getty.edu/grants to learn more about this internship program.*

- Applicant must be available to work 10 consecutive weeks (40 hrs./wk., Mon.-Fri.) between June 1 – August 21, 2009 (exact dates to be arranged)
- Applicant must live in or attend college in Los Angeles County
- Applicant must be a currently enrolled undergraduate student and have completed at least one semester of college by June 2009 (Students who will complete their undergraduate degree by September 1, 2009, are also eligible to apply)

Applicant must provide original documentation of eligibility to work in the United States

Preferred Skills: Successful candidates should possess exceptional time management, computer, oral/written English communication skills, and an enthusiasm for sharing art with nontraditional audiences. Previous experience or education in the visual arts is not necessary. Training will be provided.

To Apply:

A cover letter describing your interest and qualifications for this internship

Current résumé

List of completed undergraduate course work to date

A recent writing sample (500 words max.) on any topic

3 References (Name, Title, Phone, Email)

Contact:

Cristeen Martinez

cmartinez@fairplex.com

(909) 865-4561

Millard Sheets Center for the Arts at Fairplex

1101 West McKinley Ave.

Pomona, CA 91768