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we have no art  
we do everything  
as well as we can

## Getty Marrow Undergraduate Summer Intern - Collections

Founded by the Immaculate Heart Community, the Corita Art Center is dedicated to the preservation and promotion of Corita Kent's art, pedagogy, and passion for social justice. Currently, the Corita Art Center actively supports exhibition loans, scholarly research, and public programs; oversees image and merchandising rights; sells Corita's original prints; and serves as an historical resource about her life and work.

The Corita Art Center is seeking an intern to support our ongoing endeavors to preserve, organize, and engage the archives and artworks of Corita Kent. Our goal is to make these collections accessible to historians, curators and generations of enthusiasts to come.

The Intern will primarily be focused on supporting the Collections Manager in the organization and management of the Corita Art Center's art and archives collections as well as assisting with preliminary historical research and data collection for an upcoming catalogue raisonné of Corita Kent's serigraphic prints. Duties will include assisting with handling, relocating, and assessing the condition of prints for the purposes of: general collection maintenance; exhibition loans; sales; and donations. Additional catalogue raisonné responsibilities include obtaining information on prints using the Center's historical materials and Filemaker Pro database; reviewing and editing database records into a standard format; scanning archival materials; and performing other miscellaneous research tasks to ensure the quality of the database records.

Additionally, the intern will assist as needed in miscellaneous collection and administrative tasks including: maintenance of the Corita Art Center library, updating Corita Kent's CV and exhibition information on website, assisting with public programs, inventorying merchandise and/or collection materials, and general visitor service relations.

Ideal candidates will have: an interest in contemporary art and art history; excellent attention to detail and organizational skills; experience performing research in art libraries and archives; experience with Microsoft Office and Google G Suite. Any experience with digital image files and/or handling works on paper is a plus.

### Eligibility

Students must:

- Be of an underrepresented group in visual arts and museum-related professions, including, but not limited to, individuals of African American, Asian, Latino/Hispanic, Native American, or Pacific Islander descent;
- Be currently enrolled undergraduates. Students must have completed at least one semester of college by June 2019. Students graduating in May or June 2019 are also eligible;
- Reside or attend college in Los Angeles County; and
- Be a United States citizen or permanent resident.

### Terms

The internship is a full-time (40 hours/week) position with a stipend of \$5,700, for a consecutive ten-week work period to be arranged by the Intern and the Corita Art Center, but no sooner than June 3 and ending no later than August 23, 2019.

## **To Apply**

Please submit the following application materials to [exhibitions@corita.org](mailto:exhibitions@corita.org), no later than April 26, 2019:

1. RESUME
2. COVER LETTER:  
Be sure to include HOW you meet the eligibility requirements. Cover letters that do not state how requirements are met will not be considered.
3. (2) REFERENCES – either letters of recommendation or contact information.

Due to the volume of resumes that we receive, we are regrettably unable to respond to phone calls and emails regarding the status of applications and the recruiting process.