

**INTERNSHIP:** Getty Marrow Collections Internship

**DEPARTMENT:** Curatorial Department, Museum of Latin American Art

**RATE:** \$17.30/hour  
Full Time, Seasonal position

**PRIMARY**

**SUPERVISOR:** Gabriela Urtiaga, Chief Curator, [gurtiaga@molaa.org](mailto:gurtiaga@molaa.org)

**ALTERNATE**

**SUPERVISOR:** Sandra Lopez Laguna, Art Exhibition Preparator, [slaguna@molaa.org](mailto:slaguna@molaa.org)

**CONTACTS:** Elizabeth Correa, Director of Human Resources, [ecorrea@molaa.org](mailto:ecorrea@molaa.org)  
Wesley Dugle, Volunteer Engagement Manager, [WDugle@molaa.org](mailto:WDugle@molaa.org)

**ABOUT THE MUSEUM OF LATIN AMERICAN ART**

The Museum of Latin American Art (MOLAA) was founded in 1996 in Long Beach, California and serves the greater Los Angeles area. MOLAA is the only museum in the United States dedicated to modern and contemporary Latin American and Latino art.

**MISSION**

The Museum of Latin American Art expands knowledge and appreciation of modern and contemporary Latin American and Latino art through its collection, ground-breaking exhibitions, stimulating educational programs and engaging cultural events.

**INTERNSHIP DESCRIPTION**

Under the direct supervision of the Chief Curator, the Getty Marrow Collections Intern will assist the MOLAA Curatorial Department with the expansion of the collections management database while gaining knowledge and experience in general collections management skills through their primary project and additional related tasks. The Collections Intern will have scheduled meetings with the Chief Curator and Art Exhibition Preparator to present and guide the primary project of the intern and supervise the timely completion of their assigned tasks, as well as discuss how this project and other tasks fit into the Museum's goals.

Primary Project

Over the span of the ten-week program, the Collections Intern will be expected to examine and research 50 pre-selected artworks highlighting the MOLAA Collection in dialogue with the exhibition calendar 2024/2025, the EmbARK database, publication, and media platforms, resulting in the augmentation of the Museum's physical and digital artwork records (the primary project can be expanded to include more works pending the timing and other secondary collections related tasks in relation to the ongoing inventory, exhibition schedule, and other Curatorial topics).

Goals and Expectations of the Primary Project

- Cataloguing. Create and supplement meticulous artwork records and condition reports through examination of artwork and provenance.

- Inventory. Gain an understanding of the types of collections inventories and why they are done. This primary project will assist the complete inventory MOLAA is conducting.
- Record Keeping. MOLAA keeps digital and physical records of all artwork, including through use of the collections management system EmbARK. The Collections Intern will supplement these records with information pulled from artwork cataloging and additional research. Additionally, they will become familiar with standard collection documentation.
- Research. The Collections Intern will be expected to conduct research to expand the information in MOLAA records. This will include researching artists, artwork provenance, and other relevant information.

#### Duties and Responsibilities

- Supporting the Curatorial Department in strengthening the collections database through building more extensive physical and digital artwork records for the MOLAA Collection.
- Assist with the complete inventory of the MOLAA Collection.
- Assist with broad research of artworks and artists with the goal of expanding artwork records.
- Meet deadlines and communicate proactively.
- Provide timely status updates.
- Assist the Curatorial Department with additional collections related tasks as determined.
- Assist the Chief Curator with current and upcoming exhibition related tasks.

#### Requirements and Physical Demands

- Stand and walk around for extended periods of time, especially if working in artwork storage.
- Ability to sit in front of a computer monitor for extended periods as necessary.
- Ability to lift up to 25lbs.

#### Training and Transferable Skills

MOLAA's Chief Curator will work closely with the intern to provide working knowledge of best practices for collections management and artwork record keeping. The Collections Intern will receive walk-throughs on the EmbARK database, highlighting the specific features that will be used by the Collections Intern, as well as the organization system used at MOLAA for artwork record keeping. Additionally, the Collections Intern will receive training in art handling and other related collections management skills and standard software used in the professional field such as from the Microsoft Suite.

#### Additional Tasks

The Collections Intern will assist the Chief Curator and Curatorial Department with other collections related tasks throughout the ten-week program. This could include, but is not limited to, helping with daily gallery checks, assisting with onsite artwork movement, and contributing to research for collection and exhibition related publications.

#### Collections Intern Background and Interests

The Collections Intern should demonstrate interest in one or more of the following areas:

- Collections management
- Modern and contemporary Latin American and Latino art
- Museum studies
- Artwork/ provenance research

## PRIMARY SUPERVISOR ROLE

The Collections Intern will report the Chief Curator who will assign projects, provide day-to-day supervision, review assignments, and provide constructive feedback to the intern regarding performance.

### Mentorship Approach

Mentorships are invaluable experiences for both interns and supervisors and are a platform for collaboration and learning. The Curatorial Department views mentorships as a means of sharing our knowledge with young professionals, in hopes of assisting with their educational and professional journey.

Our team values learning from each other and through mentorships we look forward to learning from the experiences and skills our interns bring. MOLAA and the Curatorial Department have significant experience in intern management. The Primary Supervisor is a past Supervisor for the Getty Marrow Undergraduate Internship and has acted as a supervisor to multiple interns and volunteers at various institutions.

### Professional Growth/ Learning Journey

MOLAA and the Curatorial Department strongly value and support continuous learning and professional growth. The Primary Supervisor will work with the Collections Intern to find out more about their interests and help to guide their primary project and other tasks in a direction that encourages their future goals, while maintaining the scope and plan of the primary project.

Furthermore, there will be a meeting towards the end of the internship to discuss professional organizations, literature, and resources that can aid the Collections Intern in their future museum endeavors. MOLAA and the Curatorial Department will be a resource for the Collections Intern beyond this program. Internships helped many of us in the field narrow our interests and expand our opportunities, we aim to provide the same experience to emerging professionals.

### Key Staff

The Collections Intern will work with various members of the Curatorial team throughout their internship. MOLAA Curatorial Team:

- Gabriela Uriaga, Chief Curator (Primary Supervisor)
- Sandra Lopez Laguna, Art Exhibition Preparator (Alternate Supervisor)
- Daniel Martinez-Puentes, Curatorial Assistant

## MENTORSHIP PLAN

### Meetings/ Check-Ins

The Primary Supervisor will be easily accessible to the Collections Intern to assist with questions and concerns. Additionally, at the beginning of each week there will be a set meeting time to review the status of the primary project and if applicable other Curatorial Department tasks. There will also be short daily check-ins each day.

## WORKSPACE AND EQUIPMENT

The Collections Intern will be expected to work onsite at MOLAA for the entire duration of their internship. A desk, computer, access to copy machines, phone, access to internet for research purposes, scanners, office



supplies, will all be supplied in close proximity to the supervisor and Curatorial team. The Collections Intern will be provided their own designated workspace within the staff offices.