



April 17, 2009

Dear Ryman Arts Alumni:

We are looking for some terrific alumni to join us this summer!

Internships and volunteer opportunities are excellent ways to build your professional skills and learn about potential future careers that may be just right for you. Enclosed is information about two paid internships available this summer at Ryman Arts.

The Digital Media intern is a full time **10 week** internship, sponsored by the Getty Foundation. To be eligible, the applicant must be a currently enrolled undergraduate college student living in or attending school in Los Angeles, and who is of African American, Asian, Latino/Hispanic, Native American or Pacific Islander descent. It pays a stipend of \$3,500.

The Alumni Projects intern is a full time **8 week** internship open to any Ryman alumnus who is currently attending or who has attended college. It pays a stipend of \$2,800.

Please read the attached descriptions carefully. Note that each position has different requirements specific to that internship. You may apply for one or both positions. If applying for both, be sure to indicate your first and second choice on the application form.

The deadline for receipt of your application for the internships is **Monday, May 4, 2009**. Please read the attached descriptions and the information on how to apply for each position. The application form is printed on the back of this letter.

We are also looking for several alumni to volunteer for short term activities. If you can assist with the installation of the Student Art Exhibition at the California African American Museum June 10 - 15 or can help greet guests and serve refreshments at Graduation on Tuesday evening, June 23, please email or call Rebecca Tuynman (rtuynman@ryman.org).

Don't forget to keep up with what is happening at Ryman Arts by checking out our website (rymanarts.org) or becoming our Facebook friends! Let us know how you are going to spend your summer!

Good Luck!

A handwritten signature in black ink that reads 'Diane Brigham'.

Diane Brigham
Executive Director



RYMAN ARTS APPLICATION FORM FOR SUMMER INTERNSHIPS

- I am applying to the Digital Media internship.
- I am applying to the Alumni Service internship.
- I am applying to both internship positions, my first choice is _____.

Name

Phone

Address/City/State/Zip

Ethnicity (if applying for the Digital Media internship)

College/University

Graduation Date

Major/Minor

E-mail

Please list administrative and technological skills.

Enclosed:

- This Application Form
- 1-2 Page Cover Letter
- Resume
- Two teacher recommendations or two reference contact information

Please complete and return the form with additional application materials by **May 4, 2009** to:

Ryman Arts Summer Internship Opportunity
315 West Ninth Street, Suite 806 • Los Angeles, CA • 90015-4202
213.629.ARTS (2787) FAX 213.627.9914
www.rymanarts.org • wmarsh@ryman.org

The application can be downloaded from our website at <http://www.rymanarts.org/aboutrymanarts/jobs.stm>.

PAID SUMMER INTERNSHIP OPPORTUNITY



DIGITAL MEDIA INTERN

Having made significant advancements on our website with an aim of providing richer content to deepen our impact and foster communication among our young artists, alumni, faculty and friends of the organization, Ryman Arts now aims to enhance the uses of digital media for our program and fundraising efforts. The Digital Media intern will become part of the team creating new content and building new elements of the site, help establish and implement protocols for electronic media management and will learn how an online presence can build awareness and community among young artists and those who are interested in art education. In addition, the intern will help develop the site as an important tool for institutional fundraising through its emerging online sales and donation features. The intern will also be included in all general activities of the organization including any student programs, weekly staff meetings, and an invitation to a special luncheon with the Board of Directors to share their experiences.

ELIGIBILITY

- Applicants must be from the following backgrounds currently under- represented in the museum and visual arts professions: African- American, Asian, Latino/Hispanic, Native American and Pacific Islander.*
- Applicants must be currently enrolled students who have completed at least one semester of college by June 2009 and will not graduate before December 2009.
- Applicants must be a resident of, or attending college in Los Angeles County.
- Applicant may not have previously participated as a Getty Multicultural Intern at Ryman Arts nor already participated in more than two Getty Multicultural Internships.

PLACEMENT

Internship is for a consecutive ten-week period between June 1 and August 21, 2009. The position is full-time (Monday - Friday; 9:00 am - 5:00 pm).

Intern Duties

- 1.) add content to support Ryman Arts online program, sales and donation activities;
- 2.) work with Ryman staff to gather timely information for weekly updates;
- 3.) create an on-line student art gallery to complement a student exhibition on view at the California African American museum over the summer;
- 4.) create an on-line gallery of artwork and items for sale in the Ryman Arts Online Store
- 5.) learn how to develop electronic media storage protocols, including a Digital Media Library for the Ryman Arts collection;
- 6.) create at least one "Impact" module: a photo series, video and/or written essay on the impact of the Ryman Arts program on someone, for publication on the site;
- 7.) assist Ryman Arts staff in support of the program.

STIPEND

Interns will receive a \$3,500 stipend for the ten-week period*

TO APPLY

Interested applicants should mail, e-mail or fax a cover letter, describing how you fit the eligibility requirements and the duties of the position, a resume, two letters of recommendation or contact info (phone/e-mail) for two references (teacher, professor, former employer, etc.), and the completed application form to the Ryman Arts Office. All materials must be received by **May 4, 2009**.

Please complete and return the form below with additional application materials to:

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315 West Ninth Street, Suite 806 • Los Angeles, CA • 90015-4202
213.629.ARTS (2787) • FAX 213.627.9914 • wmarsh@ryman.org**

**Funding for the Ryman Arts interns was provided by the Getty Foundation as part of its efforts to increase diversity in the professions related to museums and visual arts organizations by offering internships to outstanding students who are members of groups currently underrepresented in those professions.*

PAID SUMMER INTERNSHIP OPPORTUNITY



ALUMNI PROJECTS INTERN

The Alumni Projects Intern will coordinate alumni activities during the summer, focusing particularly on two main events: a public art-making workshop at the California African American Museum, and an alumni art sale fundraiser. The intern will organize these activities, drawing on the volunteer efforts of the many Ryman Arts alumni who have asked to remain engaged with Ryman to continue their affiliation and build their professional skills in a mutually beneficial endeavor. The intern may also plan other special events for alumni. During the course of this internship, the intern will coordinate alumni communication and social networking, and disseminate information about our ongoing alumni service opportunities and special events. The intern will also be included in all general activities of the organization including any student programs, weekly staff meetings, and an invitation to a special luncheon with the Board of Directors to share their experiences.

ELIGIBILITY

- Currently enrolled in college, or have had at least one year of college.
- Be an alumnus of Ryman Arts.

PLACEMENT

Internship is for an eight-week period beginning as soon as possible. The position is full-time (Monday - Friday; 9:00 am - 5:00 pm).

Intern Duties

- 1.) coordinate, prepare alumni participants, and help execute a weekend art workshop taught by Ryman Arts alumni at the Museum;
- 2.) assist in coordinating alumni volunteers for the installation of the annual student exhibition and graduation, also held at the Museum;
- 3.) coordinate the second annual alumni art sale to raise funds for Ryman Arts. This will include soliciting submissions of art by alumni, helping to curate the show, publicizing the event, and managing artwork drop-off, installation, and other event logistics;
- 4.) use our alumni database, online and other communications tools to initiate contact with alumni and solicit their involvement;
- 5.) assist Ryman Arts staff in support of the program.

TO APPLY

Interested applicants should mail, e-mail or fax a cover letter, describing how you fit the eligibility requirements and the duties of the position, a resume, two letters of recommendation or contact info (phone/e-mail) for two references (teacher, professor, former employer, etc.), and the completed application form to the Ryman Arts Office. All materials must be received by **May 4, 2009**.

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