

PAID SUMMER INTERNSHIP
Ryman Collection Archive Intern
2019 Getty Marrow Undergraduate Internship

Ryman Arts is seeking an intern to continue our ongoing project to preserve and organize the archives and collection of art by Herbert D. Ryman, ultimately making the collection more accessible to curators and historians. This year, a highlight of the intern's project will be to assist in the research, preparation, and presentation of a small display exhibiting the history and art of our namesake Disney Legend Herbert D. Ryman and related presentations at the D23 Expo in August. D23 is the largest Disney fan event in the world and includes exhibits on Disney artists.

The intern will assist in organizing, researching historic records, artifacts, photographs, original artwork, and related information from the archives of artist Herbert D. Ryman, and will have opportunities to work with the professional archivists who are currently processing these archives. These efforts will help Ryman Arts prepare its program for the D23 Expo and future publications and exhibitions. Ryman was a mid-century American fine artist and designer. He had long career as a painter, exhibiting widely in New York and California, and was also a legendary designer who worked for Walt Disney and at other studios from the 1930s until his death in 1989. Ryman Arts owns a collection of art and the related personal files of Herbert D. Ryman. The intern will be included in all general activities of Ryman Arts including weekly staff meetings

Between June and August, the Archive and Collection Intern will:

1. Learn about Herbert D. Ryman through the Ryman Arts archives and additional research
2. Learn how to process archival materials and handle original material and works of art
3. Assist Operations Manager with production of merchandise including organization and preparing items for display
4. Collect photographs and artifacts to work with the Development & Communications Manager on social media strategies related to D23
5. Assist in creating historical display and provide day-of event support – making sure items are organized, speaking with visitors, and processing sales
6. Learn how to digitize archival materials and re-house originals in archival storage
7. Enter and track inventoried items in FileMaker Pro and Excel

Training for the intern will include supervision by the Executive Director, with guidance by Operations Manager, Development & Communications Manager, and training in specific archiving and digitizing techniques by a professional historian and archivist.

PLACEMENT: Internship is for a consecutive ten-week period between June 10 and August 23, 2019. The position is full-time (Monday – Friday; 40 hours a week, hours TBD).

STIPEND: Intern will receive a salary of \$5,700 for the ten-week period.

TO APPLY:

Interested applicants should mail or e-mail cover letter describing how you meet the eligibility requirements and the duties of the position, a resume, and two references (teacher, professor, former employer, etc.), and the completed application form to the Ryman Arts office. All materials must be received by **Friday, April 26, 2019.**

For more information on the Getty Marrow Undergraduate Internship, visit:
<http://www.getty.edu/foundation/initiatives/current/mui/index.html>



RYMAN ARTS GETTY MARROW INTERNSHIP APPLICATION FORM 2019

Name

Phone

Address/City/State/Zip

Ethnicity

College/University

Graduation Date

Major/Minor

E-mail Address

Please list your experience with historical research, digital photography, and office technology skills.

Required Application Materials Enclosed:

- This Application Form
- 1-2 Page Cover Letter
- Resume
- Two professor recommendation letters or contact information for 2 professional references

Please complete and return the form with required application materials by email or postal mail **Friday, April 26, 2018** to:

Ryman Arts Summer Internship Opportunity
1933 S. Broadway, 11th Floor, Suite 1138
Los Angeles, CA 90007
213.629.ARTS (2787)
www.rymanarts.org | dbrigham@ryman.org

This application can be downloaded from our website at www.rymanarts.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.*