



2019 Getty Marrow Undergraduate Internship Program Call for DCA Archives Assistant

INTERNSHIP LOCATION

Formed in 1925, City of Los Angeles Department of Cultural Affairs (DCA) promotes arts and culture as a way to ignite a powerful dialogue, engage LA's residents and visitors, and ensure LA's varied cultures are recognized, acknowledged, and experienced. DCA's mission is to strengthen the quality of life in Los Angeles by stimulating and supporting arts and cultural activities, ensuring public access to the arts for residents and visitors alike.

DCA's Marketing, Development, Design, and Digital Research Division works with local, state, national, and international arts organizations to increase engagement and accessibility throughout LA's communities. In addition to marketing citywide festivals and special events year-round, the Division oversees the marketing of the City's key cultural events and the development and distribution of extensive collateral and digital communications including: exhibition catalogs, educational publications, media materials, and cultural guides and calendars for the City's Latino; American Indian; African American; Lesbian, Gay, Bisexual, and Transgender (LGBT); and Asian and Pacific American Heritage Month Celebrations. DCA also publishes an annual Festival Guide featuring hundreds of festivals and oversees the agency's social media channels and website, culturela.org

PROJECT TO BE ASSIGNED

The selected intern will work with DCA's Digital Strategist to research and preserve the Department's publications in support of the creation of a new DCA digital library. Since the agency's inception in 1925, the Department's Marketing, Development, Design, and Digital Research Division has released notable arts books, cultural guides, and exhibition catalogs featuring Los Angeles contemporary art, public art, community arts, murals, historic architecture and preservation. As cornerstones of LA's civic and intellectual history, DCA's publications will be digitized and ingested into a digital archive system and made available to the general public for research and community education. The digital library will support a centralized DCA archive, and its design will be further developed to support the archival projects of individual DCA Community Arts Centers. The internship will be located at the Department of Cultural Affairs headquarters in downtown Los Angeles.

This internship is a unique opportunity for a student interested in Los Angeles history, civic community building, contemporary art, and archival studies to gain experience in cultural history research, digital preservation, and open data.

DUTIES AND RESPONSIBILITIES / TRAINING TO BE PROVIDED:

- **Digital Library:** Catalog digital publications including art exhibition catalogs, cultural and festival guides, and art books; extract and create digital publications from exhibition and cultural guides and websites; research metadata standards from Library of Congress, and other major archive

institutions; ingest contents into digital archive system; and work with Digital Strategist to prototype the database.

- Preservation and Cataloging: Research and catalog DCA's historical and recent publications; examine and report on objects in the physical archives; and research archival standards for physical archives.
- Public Engagement and Education: Work with DCA's digital communications team to develop social media strategy and content to highlight selections from the digital library throughout the duration of the internship; and support the production of education materials for K-12 teachers and/or higher education art and cultural history related to Los Angeles.

INTERN DUTY BREAKDOWN

50% Digital Library; 30% Preservation and Cataloging; 20% Public Engagement and Education.

SUPERVISOR'S ROLE / INTERN'S WORKSPACE AND EQUIPMENT

The intern and the Primary Supervisor will meet on a weekly basis. The Primary Supervisor will provide an introduction to DCA's publication initiatives and the larger contexts of Los Angeles arts and intellectual history. In addition, the Primary Supervisor will provide directions and strategy related to the department-wide archival agenda as well as technical tutorials on digital preservation and digital asset creation and organization. The intern will also work closely with the Marketing and Development team to research and assess needs of the DCA Archives. The Primary Supervisor will review work, answer questions, and provide guidance. A workstation will be assigned to the intern along with the equipment necessary for the assigned projects.

WORK HOURS: 9am - 5pm M-F; occasional evenings and weekends required. Students must work for a full consecutive 10 weeks between June and August 2019.

SALARY: \$6,312 stipend for consecutive 10 weeks between June and August 2019.

QUALIFICATIONS: Previous experience cataloging and digitizing publications related to arts and culture. Background in archival and curatorial studies and/or digital humanities is highly desirable. Strong attention to detail. Able to work independently. Passion for civic and creative engagement.

ELIGIBILITY REQUIREMENTS

Students must:

- Be of an ethnic group underrepresented in museums and visual arts organizations, 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. (Students who are enrolled in a second BA or BS program are not eligible.)
- Reside or attend college in Los Angeles County; and
- Be a United States citizen or permanent resident.

TO APPLY

Send resume and cover letter to Dr. Umi Hsu at dca.digital@lacity.org with the subject: Getty Marrow Undergraduate Intern 2019. Please include contacts for 3 current professional or academic references. **Deadline to apply is Tuesday, April 30 by 5pm.**