

**Application Form:  
2021 Getty Marrow Undergraduate  
Internships at LA Orgs**

Getty  
Foundation

**Training and work may be conducted remotely in Summer 2021 in accordance with the guidelines issued by the LA County Department of Public Health and the State of California's COVID-19 Guidance.**

**Applicant organizations must submit proposals and workplans for remote internships. Workplans must demonstrate the ability to support a fully online work experience; positions based solely on hands-on, onsite work will not be deemed competitive for the 2021 cycle.**

### General Instructions

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- **Save** your application frequently and before leaving this page or you will lose your content.
- Click the **Save** button in the lower right to display your information.
- To **edit** the application, click on the **Edit** button in the upper right.
- You must select **Submit Request** when you have finished your application or it will remain in draft and not be forwarded for evaluation.
- Submit the application **only** when you are certain your application is complete. You can no longer edit or delete the application after submitting.

### Applicant Information

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**Save** your application to display your organization's information below.

**Name:**

**Subdivision (if applicable-enter only if a discrete unit of a larger institution):**

Head of Organization (name, title, and email):

Official Grant Signatory (name, title, and email):

Application/Grant Primary Contact (name, title, and email):

Other Grant/Project Contact (name, title, and email):

Provide a brief description of the organization, its mission, and current activities. (2-3 sentences):

Provide a brief description of your organization's current commitment in diversity, equity, and inclusion. How will your participation in the Getty Marrow Undergraduate Internship program foster a conversation of diversity, equity, and inclusion within your organization? (2-3 sentences):

Is your organization a new applicant to this program?

**Check box if yes:**  **No**

Did your organization participate in the 2020 Getty Marrow Undergraduate Internship program?

**Check box if yes:**  **No**

### Intern Contact Update

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If you are aware of alumni of this program at your organization (or in a relevant department), please list the names, titles, email addresses and other current contact information obtained within the past year or since you last reported this information to us.

### Project Information

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**Enter number of internships requested :**

Enter the following based on the number of internships you are requesting:

- 1: For one internship.
- 2: For two internships.
- 3: For three internships.

## Grant Request

**Amount Requested:**

## Publicity Information

This information will be published on the Getty Foundation website, so please ensure the description and contact information are correct. Please note that the word "assistant" should not be part of the intern position job title. It is required that each position is publicized as a Getty Marrow internship.

1) Please provide the name of the internship position, brief description, and work hours for each Getty Marrow internship (max. 250 words per position description).

2) For each position: include your organization's application requirements (e.g. résumé, cover letter, letters of recommendation, etc.), contact name, e-mail, phone, and organization's website (or link to job listing if available).

## Workplan: Internship 1

The internship workplan for 2021 should be viable whether the internship is completed onsite or remotely (work from home). Otherwise, please submit two descriptions, denoting one as onsite and the other as remote/work from home internship.

### **Name of Internship**

e.g., Getty Marrow Curatorial Internship, Getty Marrow Education Internship, Getty Marrow Conservation Internship, etc.

**Name of Department:** Location of internship within organization, if applicable.

**Primary Supervisor:** Name, title, and email address of full-time employee who will be responsible for immediate and daily supervision of the intern.

**Secondary Supervisor:** Name, title, and email address of secondary supervisor; please provide only if a second individual will share equally in immediate and daily supervision of intern.

## Internship Proposal

2021 proposals should demonstrate the ability to support a fully-online work experience. Please address the following questions for each internship position you're applying to:

1) A one-paragraph description of the intern's primary project(s) to be completed by the end of the internship; duties and responsibilities; special training and transferable skills that will be offered; and other day-to-day tasks and activities. Please describe any areas in which the intern should demonstrate interest or curiosity, even if they do not have previous experience in those areas. The primary or capstone project(s) should have clearly defined goals and expectations. **Note: Supervisors are required to submit a complete week-by-week work plan by May 17, 2021, along with the Intern Selection Form(s).**

2) A one-paragraph description of the primary supervisor's role, including a brief description of their approach to mentorship and any past intern management experience. If applicable, please explain the supervisor's history with the program (e.g. past Supervisor, past Learning Community Leader, alumni, etc.). Please include a brief list of any additional supervisors or key staff the intern will interact with in your department. **Note: All primary and secondary supervisors will be required to attend Supervisor Orientation on April 5 and 12, 2021.**

3) A 2-3 sentence description of your onsite/remote mentorship plan, including frequency of meetings and check-ins, and platforms that will be used for communication with intern. E.g., *Intern will meet with supervisors twice a week. The meetings will be an hour long each, and will take place via Zoom. Daily communication will take place via Slack and email.*

4) In the event onsite work resumes, please include a 2-3 sentence description of the workspace and equipment for the intern, specifying location and proximity to supervisor(s). We require that onsite interns have their own designated workspace and access to the equipment and tools necessary to accomplish their work, including a desk, a computer, internet connection, etc. If the intern will be required to work at other locations, describe the workspace available.

## Attachments

To complete your application, please upload below a letter from the head of your organization. This letter should be signed by the director of the organization and state 1) their support for the application and 2) the requested grant amount. The letter should be a PDF scan of a letter on official letterhead with original signature.

## Upload Documents

### Tips for Uploading Documents

Click the **+** sign below to open the **Upload** window.

Files must be submitted in PDF format. Add files to the **Upload** window either using Drag/Drop or clicking Add Files. In either case, you can add one file or multiple files to the Upload window in one step.

When ready, select **Upload** to complete the process. After this point, you cannot add additional files without exiting the **Upload** window and then returning to it.

APPLICATION ATTACHMENTS: UPLOAD PDFS ONLY