**Getty Multicultural Undergraduate Internship Description**

**Intern Title:** Digital Media  
**Academic Level:** Undergraduate  
**Supervisor:** Gene McHugh, Head of Digital Media  
**Department:** Digital Media  
**Dates of Internship:** Consecutive ten-week period from June 18 – August 24, 2018

**Project Overview:**

The Fowler is currently in the process of a large-scale migration of its massive data set to an updated, web-accessible version of Argus, called Argus.net. This migration process will create a myriad of opportunities for the Fowler, including the ability to share the Museum’s collection with the public directly.

For 30 years the Fowler has used Argus, a collections management software program, to automate its art collection records. While the collection has grown to 125,000 objects, the system does not allow us to put the collection online, a major drawback considering the growing importance of access to online museum collections.

The Getty Multicultural Undergraduate Intern will assist the Head of Digital Media, Gene McHugh, in both shaping the UX (user experience design) of the portal and (in conjunction with Curatorial and Collections staff) managing the metadata and image assets of each object. This will be a labor-intensive, but highly rewarding job that will provide skills in two in-demand fields: web design and digital asset management.

**Education and Eligibility:**

- The internship is intended for members of groups underrepresented in professions related to museums and the visual arts, including, but not limited to, individuals of African American, Asian, Latino/Hispanic, Native American, and Pacific Islander descent.
• The Intern must be a currently enrolled undergraduate and have completed at least one semester of college by June 2018. Students graduating in May or June 2018 are also eligible.
• The intern must be a resident of or attend college in Los Angeles County.
• Please note that students who have previously served as Getty Multicultural Undergraduate summer interns at the Fowler Museum are not eligible for consideration. Additionally, staff members and relatives of staff or board members are not eligible.

Anticipated Schedule:
• The internship will comprise 400 hours (40 hours per week for 10 weeks)
• Monday through Friday, 8 am to 5 pm (with hour-long lunch).

Salary:
• The intern will receive a gross salary of $5,500 for their ten-week internship.

Application Instructions and Deadline:
Please submit the following materials to gmchugh@arts.ucla.edu by Friday, April 20.

• Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1,000 words)
• Résumé or CV