

ABOUT THE BROAD

The Broad is a contemporary art museum founded by philanthropists Eli and Edythe Broad on Grand Avenue in downtown Los Angeles. Designed by Diller Scofidio + Renfro in collaboration with Gensler, the museum offers free general admission.

The Broad is home to more than 2,000 works of art in the Broad collection, which is among the most prominent holdings of postwar and contemporary art worldwide and presents an active program of rotating temporary exhibitions and innovative audience engagement. The 120,000-square-foot building features two floors of gallery space and is the headquarters of The Broad Art Foundation's worldwide lending library, which has actively loaned collection works to museums around the world since 1984. Since opening in September 2015, The Broad has welcomed more than 1.8 million visitors.

ABOUT THE DIVERSITY APPRENTICESHIP PROGRAM

The Diversity Apprenticeship Program (DAP) is a new initiative by The Broad. It is made possible in part by the Institute of Museum and Library Services (IMLS). IMLS is a federal agency which provides library grants, museum grants, policy development and research. The DAP provides nine-month, full-time, paid apprenticeships in preparation/art handling.

In 2015, the Andrew W. Mellon Foundation found that about 85% of preparators/art handlers in museums identify as white while over 75% identify as male. In order to best reflect the communities we serve, we believe we need to actively help build a workforce of people with a diverse set of life experiences and ideas. In this way, we can innovate, inspire and engage with the widest possible audience. Through the DAP, we provide opportunities to apprentices from groups underrepresented on museum staffs.

The DAP has two main goals. First, to train 16 apprentices in two groups. The first group of eight apprentices will begin in 2018. A second group of eight apprentices will begin in 2019. Apprentices will gain valuable skill sets through hands-on learning. They will put their skills to work at several partner sites.

Our second goal is to drive long-lasting, industry-wide change. We will create a toolbox to replicate our model at other organizations. The toolbox will contain: a learning curriculum, training materials, best practices for equitable hiring and inclusive work environments, performance metrics to measure success, and a manual of best art handling practices.

WHO ARE THE PARTNER SITES FOR THE DAP?

The DAP brings together a wide variety of partners, including nonprofit, commercial and government entities, with the goal of serving as a model for other public-private partnerships. Partners include:

- Academy Museum of Motion Pictures
- Artex Fine Art Services (a commercial art handling company)
- Autry Museum of the American West
- Building Bridges Art Exchange (a nonprofit gallery)
- California African American Museum
- Cinnabar (a commercial design build company)
- Craft & Folk Art Museum
- Los Angeles County Museum of Art
- Department of Cultural Affairs, City of Los Angeles
- Museum of Latin American Art
- USC Fisher Museum of Art
- Vincent Price Art Museum

WHAT IS A PREPARATOR/ART HANDLER?

A preparator or an art handler is someone who works directly with art or artifacts in museums, galleries and art shipping companies. Usually, they pack and unpack art, install and de-install exhibitions, and move art around museum and storage spaces. Their duties and skills are wide-ranging.

WHAT DOES THE DAP OFFER?

The DAP offers a nine-month, paid, full-time apprenticeship in preparation/art handling. We are especially interested in offering this opportunity to individuals from communities underrepresented on museum staffs who are interested in building careers in art and cultural institutions.

The first month of the apprenticeship is a training period. During this time, you will learn a variety of skills, including how to pack, handle, and install artwork and artifacts. You will also learn how to maintain galleries, assist preparators (art handlers) and collections managers, properly use tools and follow safety protocols.

After this, you will rotate to at least three partner sites during the apprenticeship. During this time, we will provide personalized support as you continue to build skills in art handling. You will also benefit from working closely with experienced mentors/supervisors and program staff, all of whom are committed to supporting your growth and skill development.

Together, apprentices will go on field trips to museums and other cultural destinations. By the end of the nine months, you will be familiar with preparator and art handling practices. You will gain the skills and confidence needed for a career in this field. Throughout, apprentices will also provide feedback on their experience to help improve the program.

WHAT TYPE OF SKILLS OR EXPERIENCE SHOULD AN APPRENTICE HAVE?

Some of the basic skills required to participate as an apprentice include:

- Good hand-eye coordination, manual dexterity and spatial reasoning
- Self-motivated, reliable and focused
- Ability to follow instructions and plan ahead
- Basic math skills
- Work well with supervisors and coworkers
- Ability to perform physical tasks, including bending, kneeling, pulling, pushing, walking, standing for long periods of time and lifting 50 pounds

We do not require previous preparator or art handler experience. Instead, we encourage those with a wide variety of experiences to apply. For example, the following may translate well to the apprenticeship: food handling or preparation; landscaping or gardening; carpentry; cosmetology or hair styling; plumbing; welding; painting; factory experience;

sewing; equipment technician; electrician; automotive/mechanic; tattoo artist; theater stagehand experience; maintenance work; housekeeping; construction (to cover drywall, tiling, roofing, etc.); arts and crafts; jewelry making; auto body work; waiting tables. Other experiences may also translate. We encourage you to think broadly about the skills and capacities you bring as an applicant. Please include these in your application statement.

WHAT ARE THE COMMITMENTS TO PARTICIPATE IN THE DAP?

If selected for the DAP, participants must make a full-time commitment (40 hours per week) for the duration of the nine-month program. Preparator apprentices will typically work Monday through Friday during regular business hours. Hours may vary depending on assignment and partner site. All activities and assignments take place in the greater Los Angeles area.

You must follow all policies and procedures as established by The Broad and its partner institutions during the apprenticeship. You will be working with people of diverse backgrounds and experiences, and you are expected to be respectful to the entire community.

You must participate in all program and assignment activities, including site-specific orientations, trainings, check-in meetings, conference opportunities, evaluation meetings and special events.

WHAT DOES THE DAP PAY?

Pay for preparator apprentices is \$16 an hour. You will also be eligible for medical, vision and dental benefits through The Broad during the duration of the apprenticeship, subject to eligibility requirements.

WHO IS ELIGIBLE?

All applicants must be 18 and older to apply. All applicants must have work authorization in the form of a work permit, permanent residency or citizenship. Employment is contingent upon a satisfactory background and reference check.

WHAT IS THE APPLICATION PROCESS?

1. To apply for the DAP, submit an application. The DAP application requires personal/contact information, three references (a combination of professional and personal references preferred) and a 1–2 page written statement. The DAP application also includes an optional demographic survey. Declining to fill out this optional survey will not impact your chances of being selected.

There are three ways to submit your application:

Online:

Fill out and submit your completed application packet by visiting The Broad's online application portal at thebroad.org/dap

Email:

Submit a completed application packet via email to glunapena@thebroad.org

Mail:

Mail a completed application packet to:

ATTN: Diversity Apprenticeship Program
The Broad
221 S. Grand Avenue
Los Angeles, CA 90012

Note: All materials submitted via mail must arrive in one package and be postmarked by April 18, 2018.

2. Applications are then reviewed by program staff. Your application is scored on several factors, including: Your potential for success as an apprentice, previous experience you may have highlighted in your application written statements, and your understanding and commitment to the values of equity and diversity.
3. Interviews—If selected, applicants then move on to a phone interview with one program staff member. Those applicants who score well on phone interviews then move on to an in-person interview, which is conducted by a panel of program staff and partners. The interviews are additional opportunities for you to ask questions and get to know the program better, as well as for us to get to know you better.
4. Skills Tests—Applicants selected for in-person interviews will also be invited to take a basic math test online and in-person skills tests on the day of the interview.
5. Background Check—Selected candidates are required to pass a background check.

APPLICATION TIMELINE

Application Available— March 1, 2018
Application Deadline— April 18, 2018
Interviews and Skills Tests—
April 24–May 23, 2018
Selected Apprentices Notified— Late May 2018
Apprenticeship Begins— June 11, 2018
Apprenticeship Ends— March 2019

MORE INFORMATION

If you have questions, or need more information about the Diversity Apprenticeship Program, please contact George Luna-Peña, DAP Program Manager, at 213.232.6260 or glunapena@thebroad.org.

EQUAL OPPORTUNITY EMPLOYER

The Broad is an equal opportunity employer and we aspire to reflect the diversity of Los Angeles in both our staff and visitors. We will consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

The Broad believes that by actively building a workforce of the brightest people from the widest possible range of backgrounds, we can innovate, inspire and engage with the widest possible audience.

The Broad is committed to building and maintaining a diverse staff and inclusive workplace. We encourage women, immigrants, people of color, Indigenous and Native peoples, returning citizens or those formerly incarcerated, and LGBTQIA+ applicants to apply.

DIVERSITY APPRENTICESHIP PROGRAM APPLICATION

APPLICANT INFORMATION

Full Name: _____ Have you ever worked at The Broad?
Address: _____ Yes
_____ No
Phone: _____ If yes, when? _____
E-mail: _____

How did you find out about The Broad's Diversity Apprenticeship Program (DAP)?

REFERENCES

Please list three professional and personal references.

Full Name: _____	Full Name: _____
Relationship: _____	Relationship: _____
Organization/Company: _____	Organization/Company: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____

Full Name: _____
Relationship: _____
Organization/Company: _____
Phone: _____
E-mail: _____

WRITTEN STATEMENT

Please include a 1–2 page written statement answering the following questions:

1. Why do you want to be a preparator's apprentice? What do you hope to gain from this experience? How will the DAP help you reach your career goals?
2. We do not require previous preparator/art handler experience to participate or apply. It's important that we have a sense of the type of skills you already possess.

What types of skills will you bring to the apprenticeship? Please think broadly when answering this question (i.e., food handling or preparation, jewelry making, automotive/mechanic, sewing, carpentry, housekeeping, etc.).

3. The DAP strives for equity in diversifying museum staff. What are some of the ways you have demonstrated commitment to equity and diversity in your life? Please explain and provide examples.

OPTIONAL DEMOGRAPHIC INFORMATION

To help us ensure we are reaching a diverse range of communities in Los Angeles, please consider providing us with this optional demographic information. If you choose not to provide this information, it will have no effect on your opportunity for the apprenticeship.

Please indicate how you identify your gender:

Please indicate your highest level of education completed:

What is your total household income?

- Less than \$20,000
- \$20,000 to \$34,999
- \$35,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- Over \$100,000

Please indicate how you identify your race and/or ethnicity (check all that apply):

- American Indian or Alaskan Native
- Asian or Asian American
- Black or African American
- Hispanic, Latino, or Latinx
- Native Hawaiian or Pacific Islander
- White, Non-Hispanic

APPLICATION SUBMISSION

Please ensure you've submitted your application on or before the April 18, 2018 deadline, and that your application includes references and the written statement outlined above.

DISCLAIMER AND SIGNATURE

I certify the information contained in this application packet is true to the best of my knowledge.

Signature: _____

Date: _____