THE BROAD® DIVERSITY APPRENTICESHIP PROGRAM – JOB DESCRIPTION + INFO PACKET

ABOUT THE DIVERSITY APPRENTICESHIP PROGRAM

The Diversity Apprenticeship Program (DAP) is an initiative by The Broad museum. The DAP provides nine-month, full-time, paid apprenticeships in preparation and 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, The Broad believes in actively building 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.

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 and presents an active program of rotating temporary exhibitions and innovative audience engagement. The Broad is home to more than 2,000 works of art in the Broad collection, which is one of the world's most prominent collections of postwar and contemporary art.

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 been loaning collection works to museums around the world since 1984. Since opening in September 2015, The Broad has welcomed nearly 6 million visitors.

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**
- **Armory Center for the Arts**
- **Autry Museum of the American West**
- **Building Bridges Art Exchange**
- **California African American Museum**
- **Craft Contemporary**
- **Cozier Fine Art Services**
- **Getty Center and Getty Villa**
- **Grand Central Art Center**
- **Hauser and Wirth**
- **Huntington Library, Art Museum, and Botanical Gardens**
- **Julien's Auctions**
- **Los Angeles County Department of Arts and Culture (Public Art Division)**
- **Los Angeles County Museum of Art**
- **Los Angeles Municipal Art Gallery (Department of Cultural Affairs, City of Los Angeles)**
- **Museum of Latin American Art**
- **RLA Conservation of Art and Architecture**
- **Site & Studio Conservation**
- **USC Fisher Museum of Art**
- **Vincent Price Art Museum**

WHAT IS A PREPARATOR/ART HANDLER?

A preparator or an art handler 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 committed to offering this opportunity to individuals from communities underrepresented on museum staffs and 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 for hands-on work experience. 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 trips to museums and other cultural institutions. Apprentices will be provided diversity, inclusion, equity, and accessibility (DEIA) training to support them when navigating predominantly white workspaces. You will also have the opportunity to participate in career development workshops, such as resume and cover letter writing, and mock interviews. 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 apprenticeship. Full-time students who are graduating before the start of the apprenticeship are eligible to apply. Preparator apprentices will typically work Monday through Friday during regular business hours. However, 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.

SAFETY COMMITMENTS

If selected for the DAP, participants must commit to adhering to the following health and safety guidelines:

COVID SAFETY REQUIREMENTS

- All employees of The Broad are required to be vaccinated against COVID-19, subject to certain exemptions as required by law. All newly hired staff must show proof of their COVID-19 vaccination within 45 days of hire. Please contact Human Resources if you have questions regarding the COVID-19 vaccination policy.
- Adhere to all safety measures and guidelines.
- Ability to wear a mask during your scheduled work shifts.
- Ability to adhere to a health screening in compliance with health and safety guidelines as outlined by LA County Department of Public Health.
- Must adhere to COVID-19 policies and procedures.

WHAT DOES THE DAP PAY?

Pay for a preparator's apprentice is $20.00 an hour. You will also be eligible for medical, vision, and dental benefits through The Broad for the duration of the apprenticeship.

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WHO IS ELIGIBLE?

All applicants must be 18 and older to apply. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Employment is contingent upon a satisfactory background and reference check. Background checks are not the deciding factor in selecting apprentices and we handle each one on a case-by-case basis.

AT-WILL EMPLOYMENT

If I become employed, in consideration of my employment, I agree that my employment will be at-will, and may be terminated with or without cause, and with or without notice, at any time at the option of myself or The Broad. Only the Founding Director, Joanne Heyler, of The Broad has the authority to enter into an employment agreement for a specified period of time or for termination only for cause, and any such agreement must be an express written agreement signed by the Founding Director of The Broad.

EQUAL OPPORTUNITY EMPLOYER

It is the policy and practice of The Broad to offer equal opportunity consistent with applicable federal and state law in all aspects of employment. All employment decisions will be made in compliance with applicable federal and state laws prohibiting discrimination on the basis of race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), religion, creed, color, national origin, ancestry, marital status, sex, pregnancy, gender, gender identity, gender expression, age, medical condition (as defined by California law and including Acquired Immune Deficiency Syndrome (AIDS), actual or perceived), genetic information, physical or mental disability, sexual orientation, military or veteran status, having filed a discrimination complaint or any other status protected by applicable law. The Broad believes that by actively building a diverse workforce, we can innovate, inspire, and engage with the widest possible audience.

WHAT IS THE APPLICATION PROCESS?

1. To apply for the DAP, submit an application. The DAP application requires personal and contact information and a short written statement. We are not looking at grammar or spelling in the written statements, but we are looking for a strong interest in becoming an art handler, physical work, and excitement to learn new skills. 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 by visiting The Broad's online application portal at thebroad.org/dap

Email:
Submit a completed application packet via email to Program Director **Zach Andrews: zandrews@thebroad.org**

Mail:
Mail a completed application packet to:

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

2. Applications are then reviewed by program staff and partners. Your application is reviewed on several factors, including: Your potential for success as an apprentice and previous experience you highlighted in your application written statements.
3. Interviews — If selected, applicants then move on to a phone interview with one program staff member or partner. Those applicants who do well on phone interviews 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 skills test. The skills tests are designed to assess your skill level with certain physical characteristics that you need as an art handler. We also use this test to determine what support will be needed during training.
5. Background Check — Selected candidates are required to pass a background check. Background checks are not the deciding factor in selecting apprentices and we handle each one on a case-by-case basis.

HIRING TIMELINE

Application Opens — April 17, 2026

Application Deadline — June 5, 2026

Interviews and Skills Tests — June 9 - August 2 , 2026

Selected Applicants Notified — August 2026

Apprenticeship Begins — Early September 2026

Apprenticeship Ends — May 2027

Note: Dates are subject to change.

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DIVERSITY APPRENTICESHIP PROGRAM APPLICATION

APPLICANT INFORMATION

Full Name: _____

Address: _____

_____

Phone: _____

E-mail: _____

Have you ever worked at The Broad?

☐ Yes
☐ No

If yes, when?

_____

Are you a full-time student?

☐ Yes
☐ No

If yes, will you graduate before June of 2026?

☐ Yes
☐ No

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

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

☐ Yes

☐ No

If no, describe the functions that cannot be performed.*

** Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.*

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WRITTEN STATEMENT

Please include answers to the following questions:

1. **Why are you interested in being a preparator's apprentice? What do you hope to gain from this experience? (300 words max)**
2. **We do not require previous preparator/art handler experience to participate or apply. It is important we have a sense of the type of skills you already possess and that you enjoy physical work. What types of skills will you bring to the apprenticeship?Please think broadly when answering this question (e.g., food handling or preparation, jewelry making, automotive/mechanic, sewing, carpentry, housekeeping, etc.). (300 words max)**
3. **Describe a project you enjoyed working on where you used physical skills. Please be sure to answer the following: What was the project? Did you work alone or as a team? What materials and tools did you use? What were some challenges? What did you enjoy about it? (300 words max)**
4. **Is there anything else you'd like to share with us related to what makes you a strong applicant for DAP? (This question is optional and not scored. This can be used to provide more context to who you are and why you should be selected for this apprenticeship) (300 words max)**

DISCLAIMER AND SIGNATURE

I certify that the facts contained in this application and/or any resume or other documentation submitted are true and complete to the best of your knowledge. I understand that any false information or significant omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment, if discovered at a later date.

☐ Yes

☐ No

Signature: _____

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

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