

WEST HOLLYWOOD The Creative City



INTERNSHIP

Arts & Economic Development Division

\$13.40–\$16.25 (hourly)

The City of West Hollywood, incorporated in 1984, was the first to call itself 'The Creative City' and as such has made a strong commitment to providing accessible arts and cultural events programming for its residents and visitors, including its Art on the Outside program, One City One Pride LGBTQ Arts Festival, Urban Art Program, Summer Sounds concerts, and Free Theatre in the Parks programs.

The City of West Hollywood produces several public arts programs during the summer, including the temporary Art on the Outside program, One City One Pride LGBTQ Arts Festival in June, a Summer Sounds free music concert series and a Free Theatre in the Parks program. Art on the Outside is a program that installs rotating public art exhibitions in the City's medians and other public venues. The One City One Pride LGBTQ Arts festival comprises a month of events including literary arts, film, theatre, performance art and in 2015 a major exhibit called Art/AIDS/America. Our Summer Sounds Concert Series will comprise 5-6 outdoor biweekly concerts, and our Free Theatre in the Parks program will likely comprise between 1-2 productions. The intern will assist with the production and coordination of a wide variety of arts and culture programming, assist with marketing efforts, and gain experience working for a unique municipal arts organization. A major project for the intern will be to organize and prepare information on the City's rotating Art on the Outside exhibitions for the City's GIS/Open Data project. This will involve research into the City's archive of photographs, uploading them to a public website and otherwise preparing the information for a GIS Story Map.

The **ideal** Internship candidate should have excellent organizational, communication and writing skills, as well as an ability to function effectively in a fast-paced, diverse, hands-on work environment. Solid computer skills especially with Excel, experience with social media, an interest in new technologies, and an interest in Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) arts, Public Art, and/or archival research is a plus.

Requirements: Must be a college student, *currently enrolled* as an undergraduate and must have completed at least one semester of college by June 1, 2015.

- Must be able to work 40 hours per week.
- Must either reside in Los Angeles County or attend school in Los Angeles County.
- Eligibility to remain in the position is contingent upon school enrollment.

Applications are accepted until the position is filled.

Applicants must submit a City job application, supplemental questions, cover letter and resume with the Human Resources Division. To apply and view additional job information please visit

www.weho.org/services/employment. AA/EOE. If you have questions or need special accommodations with the recruitment process, please contact Jasmine White at (323) 848-6318 or jwhite@weho.org