

# WEST HOLLYWOOD The Creative City



## INTERNSHIP

### Arts & Economic Development Division

\$14.84–\$17.99 (hourly)

*Join the team that puts the “creative” in Creative City!*

The City of West Hollywood is seeking undergraduate student who is prepared to gain hands-on experience in arts program management as an intern in our Arts and Economic Development Division. The Arts and Economic Development intern will provide program and project support for a variety of summer performing and public art activities in the City of West Hollywood, including One City One Pride LGBTQ Arts Festival in June, a Summer Sounds free music concert series, a Free Theatre in the Parks program and other grant program activities. During summer 2016, the intern will also participate in activities related to the City’s cultural planning process.

This internship is a great opportunity to be directly involved in all aspects of the coordination and management of the City’s summer programs. Utilize your excellent organizational and communication skills to coordinate with artists for logistics and program specifics. Apply your writing and computer skills as you participate in marketing efforts, including the production of our e-newsletter, social media posts, press releases and event listings. Gain direct experience in the field as you staff events and assist with both facilities management and the design and implementation of community engagement efforts.

Our 10-week internship will provide you with valuable experience in marketing, managing artist relations and logistics, working within a municipal arts infrastructure, evaluating arts programs through surveys and other community engagement tools, and writing final reports.

The ideal Internship candidate is able to function efficiently and 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 Arts Administration, Public Administration, Performing Arts and/or Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) arts 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, 2016.

- Must be able to work 40 hours per week.
- Must either reside in Los Angeles County or attend school in Los Angeles County.

Applications are due April 14, 2016 @ 5:00 PM.

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](http://www.weho.org/services/employment). AA/EOE. If you have questions or need special accommodations with the recruitment process, please contact Seantea Burroughs at (323) 848-6365 or [sburroughs@weho.org](mailto:sburroughs@weho.org)