



Intern — Arts Division

Economic Development Department
\$15.62— \$18.94 Hourly

The Opportunity: Assist the Arts Division with its public and performing arts projects. You will play a key role in the coordination and staffing of cultural events and arts programs including: the One City One Pride LGBTQ Arts Festival, Summer/Winter Sounds, Free Theatre in the Park, WeHo Reads, National Poetry Month, Art on the Outside (temporary public art) and Urban Art (permanent public art), and other WeHo Arts programs. (www.weho.org/arts)

Responsibilities may include:

- Performance, workshop and event coordination and staffing
- Assist with production and coordination of arts and cultural programs
- Assist with marketing and outreach efforts for all WeHo Arts programs (encompassing Hootsuite, Facebook, Twitter, Instagram, website updates, and flyer design/distribution)
- Assist with updating public art records and files
- Perform clerical duties such as photocopying, answering phones and meeting preparation/minutes.

Education and Experience:

Must be currently enrolled. Candidates can be sought from all areas of undergraduate study and should have a demonstrated previous commitment to the arts.

Student eligibility for internship positions is limited to currently enrolled college students. Students must remain enrolled through the duration of the internship, in order to remain eligible to participate.

Knowledge, Skills and Experience

- Eligibility to remain in the program is contingent upon school enrollment
- Must be able to work 20-40 hours per week
- Effective communication, organizational, computer, research and analytical skills are essential
- Ability to work evening and weekend hours

Deadline to submit applications: January 12, 2018

Applicants must submit a City job application with the Human Resources Division by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment. If you have questions or need special accommodations with the recruitment process, please contact Duane Cobb at (323) 848-6491 or dcobb@weho.org

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