

WEST HOLLYWOOD The Creative City



INTERN - ARTS DIVISION

ECONOMIC DEVELOPMENT DEPARTMENT - ARTS DIVISION

\$16.12— \$19.56 HOURLY

The Opportunity: The City of West Hollywood's Arts Division (www.weho.org/arts, @WeHoArts) is seeking an intern to assist with its performing arts programs, in particular the City's One City One Pride LGBTQ Arts Festival in June and free outdoor Summer Sounds concerts. A major project for this position will be to oversee an evaluation of the City's summer programming through survey design, administration, collection, and analysis, and to create a report based on the survey responses. The Arts Intern will also assist with arts events logistics, promotion, management and staffing. This is a full-time (40-hour per week) 10-week long internship program which is funded by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. 179 undergraduate interns will participate in the program this year at 127 performing, presenting, and literary nonprofit arts organizations and municipal arts agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in educational events as part of the program, which is funded by the Getty Foundation. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at <https://www.lacountyarts.org/opportunities/arts-internship-program-students/about-arts-internship-program-students>

Responsibilities may include:

- Performance, workshop and event coordination and staffing
- Design, administer, collect, and compile findings of an event evaluation survey for audience members.
- 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)
- Perform clerical duties such as photocopying, answering phones and meeting preparation/minutes

Education and Experience: Applicants must be currently pursuing a degree in Performing Arts, Visual Arts, Theatre, Literature/Poetry, Music, LGBTQ Studies, Marketing, Public Administration or a closely related field. Student eligibility for internship positions is limited to currently enrolled college students and those who have graduated in the Spring/Summer of 2019. A demonstrated previous commitment to the arts is preferred.

Knowledge, Skills and Experience:

- Eligibility to remain in the program is contingent upon school enrollment or recent graduation
- Must be able to work 40 hours per week, which may include weekend and/or evening hours for a period of 10 weeks.
- Ability to drive and possession of a valid CA Driver's license
- Social media skills are desirable
- Effective communication, organizational, computer, research and analytical skills are essential



DEADLINE TO SUBMIT APPLICATIONS: APRIL 17, 2019, 5 PM

Applicants must submit a completed online City job application by the filing deadline. To apply and view additional job information please visit www.weho.org/community/employment. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.