



## INTERN - ARTS DIVISION

ECONOMIC DEVELOPMENT DEPARTMENT - ARTS DIVISION

**\$16.64— \$20.18 HOURLY**

**The Opportunity:** The City of West Hollywood's Arts Division ([www.weho.org/arts](http://www.weho.org/arts), @WeHoArts) is seeking an intern to assist 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, library exhibitions, Art on the Outside (temporary public art) and Urban Art (permanent public art), and other programs overseen by the City's Arts Division. This position is expected to work approximately 20 hours per week, which may include weekend and/or evening hours.

### 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 arts programs (encompassing Hootsuite, Facebook, Twitter, Instagram, website updates, and flyer design/distribution)
- Assist with collecting audience evaluation surveys
- Perform clerical duties such as photocopying, answering phones and meeting preparation/minutes

**Education and Experience:** Candidates can be sought from all areas of undergraduate and graduate study and should have a demonstrated previous commitment to the arts. 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. Students must remain enrolled throughout the duration of the internship, in order to remain eligible to participate.

### Knowledge, Skills and Experience:

- 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: SEPTEMBER 3, 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/jobs](http://www.weho.org/jobs). 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](mailto:ctrinidad@weho.org).