



# INTERN - ARTS DIVISION

**CITY OF WEST HOLLYWOOD COMMUNICATIONS DEPARTMENT - ARTS DIVISION**  
**\$17.16 - \$20.81 HOURLY**

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 arts programs. The Arts Intern will assist with all aspects of virtual event promotion and management including drafting and scheduling social media posts, creation of short videos, creation of our e-newsletter, and brainstorming creative ideas for promotion. A major project for the internship will be to organize data, source images, and draft an overview report encompassing the past five years of programming from the City of West Hollywood's Arts Division.

The City of West Hollywood is currently following Coronavirus (COVID-19) social-distancing guidelines from LA County Department of Public Health, CA Department of Public Health, and the CDC. As such non-essential City Staff are currently working remotely including this internship position.

Responsibilities may include:

- Assist with production and coordination of online arts and cultural programs and events.
- Assist with marketing and outreach efforts for all WeHo Arts programs (encompassing Hootsuite, Later, Facebook, Twitter, and Instagram).
- Creation of monthly e-newsletter.
- Attend weekly staff meetings.

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. A demonstrated previous commitment to the arts is preferred. Social media and graphic design skills are highly desirable. This is a part-time (20-hours per week) 20-week long internship program which is funded by the Los Angeles County Board of Supervisors through the LA County Department of Arts and Culture. In addition to their paid internship, interns will have the opportunity to participate in online 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. **This internship is open to currently enrolled undergraduate (2- and 4-year) and community college students who reside or attend college in Los Angeles County.** Recent graduates may apply as long as they have completed their degree between May 1 - September 1, 2020. Eligible students may participate in the program once.



**DEADLINE TO SUBMIT APPLICATIONS: SEPTEMBER 8, 2020, 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: Duane Cobb at (323) 848-6491 or [dcobb@weho.org](mailto:dcobb@weho.org).