

# THE CITY OF WEST HOLLYWOOD INVITES APPLICATIONS TO THE POSITION OF

## INTERN - ARTS DIVISION

### The Opportunity:

The City of West Hollywood's Arts Division ([weho.org/arts](http://weho.org/arts), @WeHoArts) is seeking an intern to assist with its arts programs, in particular the City's WeHo Pride LGBTQ Arts Festival (formerly called One City One Pride) in June, WeHo Reads literary series, WeHo Sounds concerts, and virtual theatre. Working alongside the Arts Coordinator, the intern will create social media posts and help brainstorm creative marketing strategies, participate fully in the Arts Division's marketing initiatives, and help host and plan events. The Arts Intern will assist with all aspects of 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. This intern will also assist with the City's distribution and collection of in-person event surveys for the Americans for the Arts' Arts and Economic Prosperity 6 study on the economic impact of in-person art events. The intern may be asked to work occasional events which take place on weekends and evenings.

### Responsibilities may include:

- Assist with production and coordination of arts and cultural programs and events.
- Assist with marketing and outreach efforts for all Arts Division programs (encompassing Sprout Social, Facebook, Twitter, and Instagram).
- Creation of monthly e-newsletter.
- Attend weekly staff meetings.
- Assist with the City's distribution and collection of in-person event surveys for the Americans for the Arts' Arts and Economic Prosperity 6 study.

### 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. A demonstrated previous commitment to the arts is preferred. Social media and graphic design skills are highly desirable.

This is a part-time (15 to 20-hours per week, 400 hour long) internship position 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 educational events as part of the program, which are 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.

**\$17.16 - 20.81**

**APPLICATION DEADLINE:**

**APRIL 29, 2022 AT 5:00PM PACIFIC**

For job details and requirements, and to apply online,  
please visit [weho.org/jobs](http://weho.org/jobs)

AA/EOE



City of West Hollywood  
California 1984