

THE CITY OF WEST HOLLYWOOD INVITES APPLICATIONS TO THE POSITION OF INTERN - ARTS DIVISION (GRANT FUNDED)

The City of West Hollywood's Arts Division (www.weho.org/arts, @WeHoArts) is seeking a part-time intern to assist with its arts programs, in particular the City's WeHo Pride Arts Festival in June, WeHo Reads literary series, WeHo Sounds concerts, West Hollywood Library art exhibitions, public art and Free Theatre in the Parks. Working alongside the Arts Coordinator and other Arts Division staff, the intern will create social media posts, schedule social media posts via Sprout Social, help brainstorm creative marketing strategies, participate fully in the Arts Division's marketing initiatives, and help plan and execute 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, brainstorming creative ideas for promotion, staffing art events, and answering questions about arts programs for the public.

This internship is funded through a grant from the LA County Department of Arts and Culture, and includes several educational and networking opportunities which are provided through the LA County Internship program. This internship is only open to current undergraduate students, or those planning to graduate in 2024. Interns will be expected to work between 15-25 hours per week for a total of 400 hours (approximately a 5-8 month commitment beginning in June 2024) for the internship.

Interviews: Tentatively scheduled for Tuesday, May 7, 2024.

Minimum Qualifications:

- Applicants must be 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. Students must remain enrolled in school throughout the duration of the internship to remain eligible to participate.

Desirable Qualifications:

- A demonstrated previous commitment to the arts.
- Previous experience in hosting virtual art events is beneficial.
- Knowledge of PC software (such as Microsoft Office and Teams).
- Social media, short-form video editing, event organizing, good writing, graphic design, and organization skills.

**\$19.60 - \$22.67 HOURLY
APPLICATION DEADLINE:
APRIL 17, 2024, 5:00 PM PACIFIC TIME**

For Job details and requirements, and to apply online, please visit:

weho.org/jobs
AA/EOE



City of West Hollywood
California 1984