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Programs Intern

**10-week project period, Paid Internship
LA County Arts Internship Program**

This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Department of Arts and Culture.

The LA County Arts Internship Program supports and strengthens the cultural sector of LA County by providing access to high-quality opportunities for college students of all backgrounds to gain experience, understanding, and transferable skills relevant to careers in the arts, the creative economy, and engagement in public life. In the summer of 2022, positions will be available for students at various nonprofit performing, presenting, film, media, literary, and municipal arts organizations throughout LA County. For additional information on the Los Angeles County Department of Arts and Culture, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Department of Arts and Culture website at www.lacountyarts.org.

Terms: This internship is a full-time (40 hours/week) non-exempt position, with an hourly rate of \$16.04/hour for a consecutive ten-week period between June and August 2022. The intern must complete 400 hours. The work hours for this position will be Monday through Friday from 9:00am-5:30pm (with some evening and weekend hours).

Position Description

LA Plaza de Cultura y Artes celebrates its 11th year of being open to the public with an array of exciting and engaging public programs for adults, children, and families that explore Mexican and Mexican American history through the performing arts. Public programs include summer concerts, feature films, documentary films, cooking classes, and a family day series. The Programs Intern will work closely with the Director of Programs & Culinary Arts to support the production of public programs, including: finalizing event logistics, drafting social media, connecting with artists, performers, and speakers. Over the course of the internship period, the intern will draft a proposal for LA Plaza's Documentary and Summer Feature Film Series for the summer of 2023 that brings films to life through music, dance, food, and other performances. The Programs Intern will be part of a dynamic team while assisting with various elements of event production. By working across departments and with all levels of museum staff, the intern will have a hands-on opportunity to gain an in-depth understanding of daily museum operations while exercising and building communication skills, developing cultural awareness, establishing professional contacts, and helping LA Plaza build a connection to its growing audience.

Qualifications

The ideal internship candidate will be a passionate, energetic, and outgoing individual who demonstrates a high degree of self-initiative, meticulousness, and responsibility.

Ideal candidates will also demonstrate the following interests and abilities:

- Interest/familiarity in Mexican and Mexican American history and culture in Los Angeles.
- Interest in the performing arts, especially as it relates to Mexican and Mexican American, Latino, and Los Angeles history and experiences.
- Computer, research, writing, and verbal communication skills.
- Highly motivated and positive team player.
- Bilingual oral and written communication (English & Spanish) highly desired, but not required.
- Ability to work as a team member in a dynamic, complex environment, and organize time and workload effectively.
- Desire to serve the local community.
- Familiarity with online social media tools.
- Flexible schedule (ability to work select evenings and weekends for program events).

Eligibility

Per the eligibility requirements of the LA County Arts Commission:

- Applicants must be currently enrolled undergraduate (2 or 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 - December 1, 2022.
- Students who have already earned a BA, BS, or a higher degree are not eligible for the Los Angeles County Arts Internship Program.
- Students who have previously participated in the program are not eligible to participate a second time.
- Students who are invited to participate in the program will be asked to provide verification of eligibility via college transcripts, driver's license, and other documents to show enrollment status and/or LA County residence.

The Department of Arts and Culture encourages eligible students from all ethnic and socioeconomic backgrounds, as well as disabled students, to apply. There are no exceptions to eligibility requirements.

Physical Demands/Other Requirements

- Ability to perform the physical requirements of the job, including frequent standing, walking, bending, kneeling, crouching, lifting, pulling, and carrying up to 30 pounds.
- Must be able to stand or sit for long periods of time.
- Proof of COVID-19 vaccination.
- Employment background screening will be conducted and conditional upon any offer of internship.

How to Apply

Applications are accepted through May 30, 2022. To apply, please submit a résumé and cover letter.

Cover letter should address how this internship experience will impact long-range academic and career goals. Finalists will be asked to provide two references and two writing samples demonstrating writing and research skills.

Email applications to: intern@lapca.org

LA Plaza de Cultura y Artes is an Equal Opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.