



Job Description Programming and Events Intern Fall 2024

August - December

About One Institute

Founded in 1952, [One Institute](#) (One) is the oldest active LGBTQ+ organization in the country and the proud presenters of Circa, the country's first and only queer histories festival. We aim to elevate queer and trans histories and embrace emerging stories through collaborative education, arts, and cultural programs. Each year, One produces dozens of low or no cost exhibitions, multimedia projects, and public programs that put LGBTQ+ history in action to effect social change.

Position Description

The internship will focus on assisting with the [Circa: Queer Histories Festival](#) as well as administrative tasks for the programming department.

The intern will be under the direct supervision of our Public Programs Manager. The intern will also work with the Executive Director, the One Institute management team, staff at our partner institution ONE Archives at the USC Libraries, the LA LGBT Center, and other community and municipal arts organizations.

Throughout the course of the internship, the intern will be deeply involved in the world of arts and culture non-profit spaces, as well as gaining hands-on experience with event production, and gallery operations.

This internship operates on a hybrid schedule (1-2 days in office) for approximately 8-12 hours per week from August - December. This internship is unpaid and only for credit. Schedules for students can be flexible as needed. **Students must be able to receive credit through their academic institution's internship program as this is an unpaid internship.**

Preferred qualifications:

- Knowledge of and interest in LGBTQ+ history and current issues
- Event planning and programming experience

- Coursework in media, digital humanities, design, art history, and/or queer studies
- Artistic experience preferred
- Customer service skills including writing emails and phone communications
- Strong organizational skills and an ability to meet deadlines
- Willingness to take initiative on independent projects while collaborating well within a team
- Familiarity with or ability to quickly learn new software and tools such as Canva, Airtable, Wordpress, and/or Adobe Creative Suite strongly preferred
- Access to reliable transportation

Duties include:

- Supporting with the organization and logistics of Circa events including working with venue partners, programmers, artists, and outside vendors
- Assist with distributing marketing and promotional materials for programs
- On-site event support and coordination
- Collecting and analyzing event feedback
- Manage project documentation and create event reports
- Occasionally serving as a gallery attendant at the One Gallery in West Hollywood
- Provide support as needed for staff members

Eligibility:

- *Applicants must be a student at an academic institution that offers credit or other compensation for internships in Los Angeles. This internship is unpaid.*
- Applicant must reside in Los Angeles County or nearby/surrounding areas with the ability to travel to and from Los Angeles

How to Apply:

Please submit all application materials via [this application portal](#). Applications will be considered on a rolling basis (aka first come, first serve) until the position is filled.