



PROGRAM & MEDIA INTERNSHIP

Venice Arts' mission is to ignite youths' imagination, mentor their creativity, and expand their sense of possibility through high quality, accessible media-based arts education programs; and to serve as a catalyst for people of all ages, living in low-income or underrepresented communities, to create and share personal and community stories through photography, film, and multi-media.

Position Description:

Responsibilities include:

1) Outreach

Assist with student and artist mentor outreach for our youth media arts program.
Help create and foster relationships with local schools and organizations.
Assist in coordinating outreach and mini-workshops at community events and festivals.

2) Program Assistance

Assist in tracking attendance and retention.
Assist in family communications: phone calls, email blasts, etc.
File organization.

3) Media and Web Assistance

Website maintenance, updates and posting.
Media and equipment updates, troubleshooting and set-up. for youth arts programs.

Qualifications:

- Excellent verbal and written communications skills
- Experience with Google documents or other document and spreadsheet software.
- Basic design/editing experience with Adobe Photoshop and Illustrator; InDesign a plus.
- Experience with youth or community programs, a plus.

- Spanish-speaker preferred but not required.
- Personal vehicle is preferred but not required.

6-10 hours per week, beginning as soon as possible.

Paid internship for Otis or LMU work-study students, or unpaid with possibility of academic credit (depending on your college's approval).

How to Apply

A cover letter expressing your interest, along with your résumé, should be emailed to scott@venice-arts.org.