

Venice Arts EDUCATION INTERNSHIP

Supported by the Getty Multicultural Internship Program

Venice Arts' mission is to ignite, expand, and transform the lives of Los Angeles' low-income youth through photography and film education, and use our participatory storytelling practices to amplify the voices of underrepresented communities around the world.

DESCRIPTION

The Education Internship is ideally suited for an individual with a strong interest in youth arts education. He or she will assist in planning and supporting Venice Arts' youth arts programs through day-to-day administration and assistance. The intern will provide support to both the Art Mentoring Program and the Creative Pathways Program at Venice Arts.

The Education Intern will help to build and maintain professional development resources for Venice Arts' Creative Career readiness program through creating and editing content for resource databases for student opportunities such as internships, film festivals and art contests. The intern will assist in tracking and researching opportunities that will prepare Venice Arts' youth participants for careers in creative fields.

As support to the Art Mentoring program, the Education Intern will gain first-hand experience in curatorial, archival, and educational aspects of a community-based arts non-profit. They will gain experience in preserving, updating and archiving Venice Arts' photographic body of work and in documenting classroom activities to add to the Venice Arts' online library of educational materials. The intern will help to prepare for our summer workshops and provide general program support during the month of July. The intern will also assist in the development and collection of resources for Venice Arts' online library of educational materials, and curating materials for our 26th Anniversary Exhibition.

This is a ten-week, full-time (40 hours per consecutive week) position, taking place between June 4 and August 24, 2018. The pay is \$5,500 for the summer (\$550 per week). The workweek will be Monday–Friday.

DUTIES AND RESPONSIBILITIES

The intern's duties and responsibilities will include:

1. Overseeing festival and art contest submissions for youth produced work.
2. Assisting with creation of Creative Pathways media including booklets and handouts.
3. Researching and documenting opportunities and maintaining the opportunities database.
4. Creating slide shows and other media for Creative Pathways events and workshops
5. Youth mentoring and general programming support during the summer workshop.
6. Assisting with digital archiving of photography, digital images and film/video.
7. Assisting with technical support related to our archiving protocol; establishing tags and metadata to sort archives.
8. Assisting with creation of media and production for archive, exhibition, and the Web.
9. Documenting summer session and keeping a field trip video log.
10. Creating slide sets and other media for our online library.

PRIMARY PROJECT:

The Education Intern's primary project for the summer of 2018 will be preparing and designing the communications literature for the Creative Pathways programs and events scheduled for the 2018-2019 academic year. This will include maintaining, updating and researching Venice Arts' creative career resource database and assisting the Creative Pathways Coordinator in developing and maintaining the content and design of digital slideshows, booklets and handouts that will be distributed and presented to our participants at upcoming Creative Pathways events and workshops. The Education Intern will also be maintaining, updating and archiving Venice Arts' vast collection of digital photography, video and books while supporting the Art Mentoring program.

QUALIFICATIONS

The ideal intern is a photography and/or filmmaking student. She or he is well-organized, motivated, and comfortable working in a community-based youth program. Proficiency on Macintosh computers required. General experience with Photoshop, Premiere Pro, and InDesign preferred.

ELIGIBILITY

The J. Paul Getty Multicultural Internship Program requires the following for a student to be eligible for this internship:

Internships are intended for members of groups underrepresented in professions related to museums and the visual arts, including, but not limited to, individuals of African American, Asian, Latino/Hispanic, Native American, and Pacific Islander descent. Intern candidates can be sought from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the visual arts. In addition, each intern candidate must meet the following eligibility criteria: (1) s/he must be a currently enrolled undergraduate and have completed at least one semester of college by June 2018; and (2) s/he must be a resident of or attend college in Los Angeles County. Please note that students who have previously served as Getty Multicultural Undergraduate summer interns at your organization are not eligible for consideration. Finally, staff members and relatives of staff or board members are not eligible.

TO APPLY

Please send your resume with contact information for two references, and a cover letter describing relevant experience and interests, as well as how you meet the eligibility requirements described above for the Getty Multicultural Internship Program to:

Issa Sharp, Issa Sharp, Director of Education / Lead Photographer
issa@venicearts.org

Applications will be accepted until May 1, 2018, or until an intern is hired. Please no phone calls or walk-ins.