

## **Program Intern**

Venice Arts is pleased to announce an internship opportunity, the Program Intern position. Venice Arts is a non-profit organization whose mission is to ignite, expand, and transform the lives of Los Angeles' low-income youth through photography and film education, and uses our participatory storytelling practice to amplify the voices of underrepresented communities around the world.

[Please note this internship is part of the Arts Internship Program with LA County.](#)

## **Description**

The Program Intern will work in the classroom and administrative office July to November 2024, providing support to the Venice Arts' Media Arts Education & Mentoring Program.

The ideal candidate has an interest in media arts (e.g., photography, filmmaking, animation and comic arts) and/or arts education. They should be familiar with basic computer skills such as typing, creating documents and file management. Having some experience with using Adobe software and digital cameras is a plus. Candidates should be organized and motivated, and be comfortable with working with youth in a community-based setting. Customer service experience or previous experience working in a public facing role is a plus.

## **Tasks will include:**

- Running our student check in/out during Media Arts Summer Camp and on Saturdays during the Academic Year.
- Photographing program activities and culling and editing pictures for outreach collateral
- **Serving as general classroom support, specifically:**
  - Assisting with classroom setup/breakdown
  - Assisting with material distribution during class
  - Providing technical support to students
  - Providing mentoring support and assisting students with projects
  - Maintaining class files including following file naming conventions
- **Supporting with general gallery and public programming including:**
  - Patching nail holes and painting walls
  - Assisting with hanging of artwork
  - Helping to design and print collateral and gallery labels
  - Set up and take down of programming space including moving furniture up to 25lbs
  - Assisting with the run of the show including (re)stocking refreshments, staffing an information or sales table.
- **Supporting with general administrative and media needs, including:**
  - Assisting with file management of current students' work

- Assisting with the cataloging and labeling of past student work and photographic documentation of past workshops
- Assisting with software updates and file management such as backing up student work to Google drive
- Answering phone calls, filing, printing, and copying

### **Qualifications**

The Program Intern candidate must have the following qualifications:

- Is currently enrolled as an undergraduate college student. This can include students enrolled in associate degree (community college) programs.
- Is a resident of Los Angeles County attending college outside of the region or currently attending college in Los Angeles County.
- Is able to legally work within the United States.

Students who are on track to complete their undergraduate degree, or transfer from a community college to a four-year institution between May 1 - December 1, 2024, are eligible.

You would **not** be eligible to participate if:

- You have already earned a Bachelor of the Arts, Bachelor of Science, or a higher degree. (Prospective graduates who will complete their undergraduate degree between May 1, 2024, and December 1, 2024, need not be currently enrolled at the time of the internship.)
- You have previously participated in the Arts Internship Program.
- You are a current or former staff member, of Venice Arts
- You are a relative of a current employee, board member, trustee, officer, and/or director of Venice Arts.

### **Hours/Schedule**

Ideal candidates will be on-boarded and begin training on July 1. The Program Intern must be available for 40 hours per week (Monday-Friday, 8:30am-4:30pm ) during our Media Arts Summer Camp, July 8 - August 2. The Program Intern must be available for 15 hours a week for the remainder of their internship. Beginning September 7, the Program Intern must be available Saturdays 9am-4pm for our Fall Workshops.

### **Compensation**

This is a temporary, non exempt, hourly internship with a rate of \$17.28/hour.

### **How To Apply**

Please fill out an [application](#) and attach a resume and cover letter in a single pdf. Please, no phone inquiries, emails or walk-ins.