



ONE Archives Foundation (OAF) is hosting an **Exhibitions and Program Intern** as a part of the Getty Marrow Internship program to work on our multimedia exhibition and programming for summer and fall 2022.

This internship will be focused on developing exhibition materials, media, and programs related to *I Am, Are You?*, a sound exhibition that explores the legacy of radio as a vehicle for LGBTQ+ community building, belonging, and advocacy. With a hybrid format consisted of a web exhibit, listening events, and possibly temporary installations at ONE Gallery in West Hollywood, this multimedia exhibition will make available historical recordings across facets of 1970s-1990s queer and trans life in Southern California. The intern will also support programming related to a podcast project to be launched in June 2022. In-person activities are subject to COVID-related public health protocols.

The intern will support the Director of Content Strategy and the curator / Communications Manager in producing the exhibition and related programming. The intern will also work with the ONE Archives Foundation team, the staff at partner institution ONE Archives at the USC Libraries, and other partnered community and municipal arts organizations.

This internship will be hybrid with remote office experience and occasional on-site meetings, exhibition installation, and in-person public events throughout the duration of the program.

Duties Include:

- Assist in the production of the online and in-personal components of the exhibition (including image and video editing, content upload, media production, image credit copywriting, and more), supporting the Director of Content Strategy, curators, OAF marketing team, and programmatic partners
- Assist with the development of, planning, and implementation of exhibition programming such as conversations, workshops, and lectures of a variety of formats (in-person, virtual/synchronous, and asynchronous/recorded)
- Assist with the development of and planning for the multimedia exhibition website and temporary in-person installations.
- Assist with administrative duties related to the exhibition and public programs, including metrics and data gathering and reporting.

- Assist with on-site or remote archival research at ONE Archives at the USC Libraries, to include but not limited to identifying collection items, scanning documents, and reprinting materials for exhibitions, consistent with the policies and procedures of ONE Archives at the USC Libraries. May assist with research at other archives, as well.
- Assist with content organizing tasks (such as data entry, management, and cleaning) using our content database in Airtable, related to exhibition and content projects.
- Support gallery maintenance and operations at in-person installations and events
- Support social media curation related to the exhibition, consistent with ONE Archives Foundation's social media guidelines, including but not limited to: Facebook, Instagram and Twitter.
- Assist with other events and tasks related to our education and fundraising initiatives.
- Participate in ONE Archives Foundation staff meetings and activities (both on-site and remote)

Work hours will generally take place on Monday-Friday, 9:00- 5:30pm with some weekend and evening hours depending on program needs.

The internship is a full-time (40 hours/week) position, with a stipend of \$6,400 (or \$16/hour) for a consecutive ten-week work period between June and August, 2022.

QUALIFICATIONS

- Knowledge of and interest in LGBTQ+ history and current issues
- Customer service skills including writing emails and phone communications
- Social Media fluency (Facebook, Instagram, Twitter, Twitch)
- Experience with digital media (audio, video, and image) editing and production
- Coursework in media, digital humanities, design, and/or sound studies
- Event planning and programming experience
- Research experience with primary source materials preferred
- Artistic experience preferred

ELIGIBILITY

- Be of a group underrepresented in museums and visual arts organizations, including, but not limited to, individuals of African American, Asian, Latino/Hispanic, Native American, or Pacific Islander descent.
- Be currently enrolled as full-time undergraduates (bachelor's degree program or associate's degree program). Students must have completed at least one semester or two quarters of college by June 2022. Students who graduated after April 1, 2022 are also eligible. (Students who are enrolled in a second BA or BS program are not eligible.)
- Reside or attend college in Los Angeles County; *and*
- Be a United States citizen or permanent resident (non-citizen authorized to live and work in the United States on a permanent basis; also known as a "[green card](#)" holder). Students with DACA (Deferred Action for Childhood Arrival) status valid through the internship period are also eligible.

Note: Students are eligible to participate in the program multiple times, but must intern at different organizations each summer.

Candidates can be from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the visual arts. [Read more](#) about the internship program.

APPLICATION REQUIREMENTS

Cover letter, resumé, and list of 3 references. Upload applications to <https://airtable.com/shrlybPxGtKDcEK4r> no later than Friday April 15, 2021, 5pm PT.

QUESTIONS / INQUIRIES

Please direct your questions or inquiries to Umi Hsu, Director of Content Strategy at humanresources@onearchives.org