

Job Description

Getty Marrow Exhibition and Programming Internship 2024

One Institute (One) is hosting a **Getty Marrow Exhibition and Programming Intern** to work on our exhibitions and programming for summer and fall 2024.

The internship will focus on assisting with program and exhibition planning for the 2024 Circa: Queer Histories Festival, including the festival's featured exhibition which will draw from the collections at ONE Archives at the USC Libraries. The Exhibitions and Program Intern will also support the implementation of public programming related to Pride month.

The intern will be under the direct supervision of our Executive Director. The intern will also work with the Circa exhibition curator, the One Institute management team, staff at our partner institution ONE Archives at the USC Libraries, and other community and municipal arts organizations.

This internship operates on a hybrid schedule with on-site meetings and public events, alongside remote meetings and project tasks.

Duties include:

- Assisting with the research and production of the featured Circa exhibition (including image, video, audio editing, content upload, media production, image credit copywriting, and more), supporting the Public Programs Manager, curators, One Institute marketing team, and programmatic partners.
- Assisting with the development of, planning, and implementation of programming such as conversations, workshops, and lectures of a variety of formats (in-person, virtual/synchronous, and asynchronous/recorded) related to the exhibition and other summer/fall programs and initiatives.
- Assisting with the development and production of the audio stories, website, and in-person installation, and other audio/visual media components related to the exhibition.
- Assisting with content organizing tasks (such as data entry, management, and cleaning) using our content database in Airtable.
- Assisting with social media content planning and production consistent with One Institute's social media guidelines, including Facebook, Instagram, and Twitter.
- Assisting with archival research at ONE Archives at the USC Libraries, including 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.
- Supporting other events and tasks related to our content, education, and fundraising initiatives.