

## **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.

- Assisting with administrative duties related to the exhibition and public programs, including metrics and data gathering and reporting.
- On occasion, assisting with gallery sitting, gallery maintenance, and operations for in-person installations and events.
- Participate in One Institute staff meetings and activities (both on-site and remote)

Work hours will generally take place 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 \$6,925 (or \$17.31/hour) for a consecutive ten-week work period between June and August, 2024.

## **QUALIFICATIONS**

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

## **ELIGIBILITY**

Applicants must:

- Be a member of a group underrepresented in careers related to art conservation, museums, and/or visual arts organizations, which can include groups defined by – among other things – socioeconomic status, cultural background, physical or other disability, geographical origin and/or any life experiences that add diverse and underrepresented perspectives.
- Be currently enrolled as a full-time undergraduate in either a bachelor's degree program or an associate's degree program. Students must have completed at least one semester or two quarters of college by June. Students who graduated the semester or quarter immediately before the internship begins are also eligible. (Students who are enrolled in a second BA or BS program are not eligible.)
- Attend college in or be a permanent resident of LA 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 can participate in the program multiple times but must intern at a different organization 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**

Please submit a cover letter, resumé, and list of 3 references via email to Tony Valenzuela ([tvalenzuela@oneinstitute.org](mailto:tvalenzuela@oneinstitute.org)) no later than Monday April 8, 2024, 5pm PT.

### **QUESTIONS / INQUIRIES**

Please direct your questions or inquiries to Tony Valenzuela at [tvalenzuela@oneinstitute.org](mailto:tvalenzuela@oneinstitute.org).