



Job Description

LACDAC Communications Internship 2024

About One Institute

Founded in 1952, One Institute (One) is the oldest active LGBTQ+ organization in the country and the proud presenters of Circa, the country's first and only queer histories festival. We aim to elevate queer and trans histories and embrace emerging stories through collaborative education, arts, and cultural programs. Each year, One produces dozens of low or no costs exhibitions, multimedia projects, and public programs that put LGBTQ+ history in action to effect social change.

Position Description

Reporting to One Institute's Communications Manager, the Communications Intern will work to implement marketing strategies and maximize the visibility and impact of two major initiatives: Circa, the organization's month-long queer histories festival, and the 2024 year-end fundraising campaign.

Throughout the course of the internship, the student will gain project management, graphic design, and copy writing skills, as well as learn communications strategies for effective community outreach and donor cultivation. They will also deepen their understanding of nonprofit arts administration while networking with some of Los Angeles' leading artists, activists, scholars, and organizations as part of Circa: Queer Histories Festival.

This internship will operate on a hybrid schedule (1-2 days in office) for approximately 15-20 hours per week from July-December 2024 for a total of 400 work hours. Students will receive a stipend of \$6,912 (\$17.28/hour) for their internship.

PREFERRED QUALIFICATIONS

- Strong interest in queer and trans history, arts, and culture
- Interest in video and graphic design, social media management, and/or marketing
- Strong organizational skills and an ability to meet deadlines
- Excellent written and interpersonal communication skills
- Willingness to take initiative on independent projects while collaborating well within a team
- Familiarity with or ability to quickly learn new software and tools such as Canva, Airtable, Wordpress, and/or Adobe Creative Suite strongly preferred.