



## **Job Description**

### **LACDAC Education Media Internship 2024**

#### **About One Institute**

Founded in 1952, One Institute is the oldest active LGBTQ+ organization in the country. We are committed to elevating queer and trans histories and embracing emerging stories through collaborative education, arts, and cultural programming. Our unique K-12 teacher trainings, lesson plans, and youth mentorship programs empower the next generation of teachers and students bringing queer history into classrooms and communities.

#### **Position Description**

Reporting to One Institute's Education Programs Manager, the Education Media Intern will grow their graphic design, media production, and education programming skills while working on two major initiatives for high school students: Youspeak Radio, an oral history podcast project led by LGBTQ+ youth, and Youth Ambassadors for Queer History, an in-person program through which LGBTQ+ high schoolers develop creative projects based on archival LGBTQ+ history research. The intern will also support the production of digital LGBTQ+ history curriculum.

Interns will leave the position with audiovisual and graphic design and writing samples; and will have the opportunity to network with some of Los Angeles' leading educators, activists, artists and nonprofit programming partners.

This internship will operate on a hybrid schedule (1-2 days in office) for approximately 15-20 hours per week from June 2024–January 2025 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 youth mentorship and/or education
- Interest in audio/video editing and production and graphic design
- 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 software and creative tools such as Adobe Creative Suite, Canva, Google Workspace, and/or Airtable strongly preferred.

## **ELIGIBILITY REQUIREMENTS**

LA County Arts Internship positions are open to currently enrolled undergraduate (2 or 4-year) and community college students who reside or attend college in Los Angeles County. Recent graduates may apply as long as they have completed their degree between May 1 - December 1, 2024. Eligible students may participate in the program only once. [Read more](#) about the internship program.

### **Note:**

- Students who have already earned a BA, BS, or a higher degree are not eligible for the Los Angeles County Arts Internship Program.
- Students who have previously participated in the program are not eligible to participate a second time.
- Students must possess the legal right to work in the United States.
- Students who are invited to participate in the program will be asked to provide verification of eligibility via college transcripts, driver's license, and other documents to show enrollment status and/or LA County residence.

One Institute encourages eligible students from all racial, ethnic and socioeconomic backgrounds, as well as disabled students and applicants of all sexual orientations and gender identities, to apply.

## **HOW TO APPLY**

Please submit a cover letter, resumé, and list of 3 references via email to Trevor Ladner ([tladner@oneinstitute.org](mailto:tladner@oneinstitute.org)) no later than 11:59pm PT on April 30, 2024.