



Job Description

Programming and Events Intern Fall 2024

August - December

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

The internship will focus on assisting with the [Circa: Queer Histories Festival](#) as well as administrative tasks for the programming department.

The intern will be under the direct supervision of our Public Programs Manager. The intern will also work with the Executive Director, the One Institute management team, staff at our partner institution ONE Archives at the USC Libraries, the LA LGBT Center, and other community and municipal arts organizations.

Throughout the course of the internship, the intern will be deeply involved in the world of arts and culture non-profit spaces, as well as gaining hands-on experience with event production, and gallery operations.

This internship operates on a hybrid schedule (1-2 days in office) for approximately 8-12 hours per week from August - December. This internship is unpaid and only for credit. Schedules for students can be flexible as needed. **Students must be able to receive credit through their academic institution's internship program as this is an unpaid internship.**

Preferred qualifications:

- Knowledge of and interest in LGBTQ+ history and current issues
- Event planning and programming experience