



Job Description

Gatty Marrow Exhibition and Programming Internship 2025

One Institute (One) is hosting a **Gatty Marrow Exhibition and Programming Intern** to work on our exhibitions and programming for summer and fall 2025. The Gatty Marrow Exhibition and Programming Intern will focus primarily on the development and production of the Circa: Queer Histories Festival and all of its public programming, including Circa's featured exhibition on HIV/AIDS history. Taking place each fall, Circa is the first and only large-scale arts and cultural festival honoring LGBTQ+ History Month in the U.S., featuring dozens of programs and 250+ community partners. The intern will assist with festival program production from application review to program implementation, and will help develop exhibition materials and media for the festival's featured exhibition centering HIV/AIDS history.

The intern will be under the direct supervision of One's Executive Director, Tony Valencuela and Public Programs Manager, Rory Hayes. The intern will also work with the Exhibition Curator, the One Institute team, staff at our partner institution Q&A Archives at the USC Libraries, and other community and municipal arts organizations.

Duties include:

- Assisting with the development of, planning, and implementation of programming for the 2025 Circa: Queer Histories Festival such as conversations, workshops, lectures, and performances of a variety of formats (in person and virtual).
- Traveling to on-site locations for programs, venue scouting, and meetings with community partners.
- Assisting with the research and production of the featured Circa exhibition, supporting the Public Programs Manager, curators, One Institute marketing team, and programmatic partners.
- Data entry/cataloging program information in our content database **Artable**.
- Image, video, audio editing and media production (including content upload, image credit supporting, and more).
- Assisting with in person gallery work such as installation, operations, and administrative work.
- Conducting necessary archival research such as identifying collection items, scanning documents, and printing materials at Q&A Archives at the USC Libraries and other archives alongside the exhibition curator.
- Participate in One Institute staff meetings and activities (both on site and remote).