



## Job Description

### Getty Marrow Exhibition and Programming Internship 2025

One Institute (One) is hosting a **Getty Marrow Exhibition and Programming Intern** to work on our exhibitions and programming for summer and fall 2025. The Getty 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 200+ 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 Valenzuela and Public Programs Manager, Rory Hayes. The intern will also work with the Exhibition Curator, the One Institute team, staff at our partner institution ONE 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 **Airtable**.
- Image, video, audio editing and media production (including content upload, image credit copywriting, 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 ONE 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).

This internship operates on a hybrid schedule with on-site meetings, exhibition installation, and public events, alongside remote meetings and project tasks. Work hours will take place Monday-Friday, 9:00-5:30 pm with some weekend and evening hours.

The internship is a full-time (40 hours/week) position, with a stipend of \$7,150 (or \$17.87/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
- Art and exhibition 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 cultural studies
- Customer service skills including writing emails and phone communications

The intern should express interest in LGBTQ+ history and current issues, social media fluency (Facebook, Instagram, Twitter, TokTik), and experience with digital media (audio, video, and image) editing and production. Research experience with primary source materials and/or artistic experience is preferred. Fluency in Outlook, **Airtable**, and G Suite is also preferred.

## **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 undergraduates (bachelor's degree program, associate's degree program, or a vocational or technical program below the baccalaureate level). Students must have completed at least one semester or two quarters of college by June 2025. Students who graduated after April 1, 2025 are also eligible. Students who are enrolled in a second BA or BS program are not eligible.
- Be a resident of Los Angeles County, attending college outside of the region; or currently attending college in Los Angeles; 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.

**APPLICATION REQUIREMENTS**

Please submit a cover letter, resumé, and list of 3 references via [this application form](#) no later than Monday April 7, 2025, 5pm PT.

**QUESTIONS / INQUIRIES**

Please direct your questions or inquiries to Rory Hayes at [rhayes@oneinstitute.org](mailto:rhayes@oneinstitute.org).