



Job Description

LACDAC Communications Internship 2025

About One Institute

Founded in 2012, One Institute (OI) is the oldest active LGBTQ+ organization in the country and the proud presenter of Circa, the country's first and only queer history festival. We aim to elevate queer and trans histories and endorse emerging stories through collaborative education, arts, and cultural programs. Each year, One produces, stages, affixes, or has 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 maximize marketing outreach and publicity strategy and advance the overall programmatic success of our organization's flagship arts and cultural initiative, Circa Queer History Festival.

Taking place each October, Circa is the first and only large-scale arts and cultural festival honoring LGBTQ+ History Month in the United States. While the festival is in its pre-production phase (July-September), the intern will work closely with One Institute's communications and programming teams to gather publicity materials and event details from festival partners and to produce print and digital collateral for the Circa marketing campaign. Duties will include creating promotional graphics and copy for ads, newsletters, and social media distribution; drafting press releases; compiling social media feeds for our community partners; and assisting in production and quality assurance for our festival website and print program.

Throughout the duration of the festival in October, the intern will advance marketing and communications efforts by providing day-of-event staffing and customer service support, and by profiling, documenting, and promoting the artists, educators, activists, and community organizations participating in the festival. Duties will include event photography, in-person interviews, video editing, and copywriting for social media to grow our audience and sustain community engagement.

Throughout the course of the internship, the student will gain project management, graphic design, multimedia production, and copy writing skills, as well as learn communications strategies for effective community outreach. They will also deepen their understanding of nonprofit arts administration while contributing to the production of a large-scale community arts event.

This internship will operate on a hybrid schedule (3-2 days in person) for 20 hours per week from July-October 2025, for a total of 800 work hours. The selected intern will be paid a stipend of \$7,140 (\$35.70/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