



Job Description

LACDAC Communications Internship 2025

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 cost 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 Histories 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 web, newsletter, and social media distribution; drafting press releases; compiling social media toolkits 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 events 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 (1-2 days in person) for 20 hours per week from July-October 2025 for a total of 400 work hours. The selected intern will be paid a stipend of \$7,148 (\$17.87/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

- Excellent written and interpersonal communication skills
- Willingness to take initiative on independent projects while collaborating well within a team
- Familiarity with or ability to quickly learn new software and tools such as Canva, Airtable, Wordpress, and/or Adobe Creative Suite strongly preferred.

ELIGIBILITY REQUIREMENTS

LA County Arts Internship positions are open to currently enrolled undergraduate (2 or 4-year) — including community college — students who reside or attend college in Los Angeles County. Recent graduates may apply as long as they have or expect to complete their degree between May 1 - December 1, 2025. 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 transcript, driver's license, and/or 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 Sadie Buerker (sbuerker@oneinstitute.org) no later than 11:59 p.m. PT on April 30, 2025.