



Job Description

LACDAC Education Internship 2025

About One Institute

Founded in 1952, One Institute is the oldest active LGBTQ+ organization in the country, dedicated to telling LGBTQ+ history and stories through education, arts, and social justice programs. Our one-of-a-kind exhibitions and public programs connect LGBTQ+ history and contemporary culture to effect social change. Through unique K-12 teacher trainings, lesson plans, and youth mentorship programs, we empower the next generation of teachers and students to bring queer history into classrooms and communities. As the independent community partner of ONE Archives at the USC Libraries, we promote the largest collection of LGBTQ+ materials in the world.

Position Description

Reporting to One Institute's Director of Education Programs, the Education Intern will grow their graphic design, arts education, and civic engagement skills by supporting the facilitation of Youth Ambassadors for Queer History and the production of K-12 instructional materials on LGBTQ+ history.

Youth Ambassadors for Queer History, a cohort of high school student leaders from across Los Angeles County, engage in LGBTQ+ history workshops and field trips with local queer and trans community leaders, beginning in September 2025. The intern will support each Youth Ambassador to develop a creative archival project that demonstrates their study of and reflections on LGBTQ+ history and culture from research in the ONE Archives at the USC Libraries. Past projects have included sketching, photography, puppetry, painting, zine-making, poetry, data visualization, documentary, and a *Día de los Muertos* altar. These projects are presented in an exhibition event at One Gallery in West Hollywood at the program conclusion in January 2026 as well as through social media.

The Education Intern will assist with creating graphics and copy for program application outreach via web, newsletter, and social media; preparing workshop materials for students; and the development of students' creative exhibition projects through a variety of artistic mediums (zines, posters, literature, sculpture, performance, video, audio, etc). The Education Intern will lead the Youth Ambassadors to design the theme and graphic identity for the exhibition of students' projects, both digitally and physically. Additionally, the Education Intern may assist in the production of multimedia K-12 instructional materials from our K-12 LGBTQ+ History Teacher Symposium, podcast series, and digital exhibitions.

Throughout the course of the internship, the student will develop key skills in multi-channel content creation, project management, and arts education design and instruction, while deepening their understanding of nonprofit arts administration. The intern will also gain experience in the production of exhibitions through digital and gallery spaces. Additionally, the student will have the opportunity to deeply engage in civic life and network with some of Los Angeles' leading LGBTQ+ scholars, educators, artists, and advocates.

This internship will operate on a hybrid schedule (1-2 days in person) for 15-20 hours per week from August-January 2025 for a total of 400 work hours. From September through January, the intern must be available for most sessions of Youth Ambassadors for Queer History, occurring every other Saturday in West Hollywood. 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
- Experience in youth mentorship, K-12 education, or peer facilitation
- Experience in 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 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 Trevor Ladner (tladner@oneinstitute.org) no later than 11:59 p.m. PT on April 30, 2025.