



## Job Description

### Getty Marrow Exhibition and Programming Internship 2026

One Institute (One) is hosting a **Getty Marrow Exhibition and Programming Intern** to work on our exhibitions and programming for summer and fall 2026. The Getty Marrow Exhibition and Programming Intern will focus primarily on the development and production of Circa: Queer Histories Festival's featured exhibition on Trans Mutualism curated by Umi Hsu at OXY ARTS and all related public programming. 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 exhibition production from curatorial research, exhibition design, to program implementation, and will help develop exhibition materials and media for the festival's featured exhibition centering Trans Mutualism.

The intern will be under the direct supervision of Exhibitions and Public Programs Manager, Rory Hayes and One's Executive Director, Tony Valenzuela. 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:

- Development, research, and production of the featured Circa exhibition, supporting the Exhibitions and Public Programs Manager, curator Umi Hsu, One Institute marketing team, and programmatic partners.
- Supporting the development of, planning, and implementation of programming for the 2026 Circa: Queer Histories Festival such as conversations, workshops, lectures, and performances of a variety of formats (in person and virtual).
- Assisting with in person gallery work such as studio visits, art handling, 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.
- Traveling to on-site locations for programs, venue scouting, and meetings with community 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).
- Participate in One Institute staff meetings and activities (both on-site and remote).