



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).

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 \$7,400 (or \$18.47/hour) for a consecutive ten-week work period between June 15 and August 21, 2026. No vacation time besides federal holidays are allowed due to the consecutive nature of the internship.

QUALIFICATIONS

- Art and exhibition experience
- Knowledge of and interest in LGBTQ+ history and current issues
- Event planning and programming 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 currently enrolled undergraduates in either a bachelor's degree program or an associate's degree program. Students must have completed at least one semester or two quarters of college by June 2026. Students who graduated after April 1, 2026 are also eligible. (Students who are enrolled in a second BA or BS program are not eligible.)
- Attend college in or be a permanent resident of LA County; 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.
- While these internships are intended for students from backgrounds underrepresented in museums and visual arts professions, eligible candidates from all backgrounds may be considered. Candidates shall have the opportunity to demonstrate their interest in museums and visual arts professions and how they might add diverse and underrepresented perspectives, which can include – among other things –

socio-economic status, cultural background, physical or other disability, geographical origin, and/or any other life experiences.

Note: Students can participate in the program multiple times but must intern at a different organization each summer. Interns who previously served as Getty Marrow Interns at One Institute will not be considered.

APPLICATION REQUIREMENTS

Please submit a cover letter, resumé, and list of 3 references via [this application form](#) no later than Monday April 6, 2026, 5pm PT.

QUESTIONS / INQUIRIES

Please direct your questions or inquiries to Rory Hayes at rhayes@oneinstitute.org.