



LA County Administrative Intern Job Description

We are seeking prospective interns who are interested in urban planning, creative placemaking, public art and community engagement. We appreciate candidates who are passionate about the arts and want to help us reach folks who would benefit from participation with the arts in our area.

Candidates must be currently enrolled in a Community College or a university to be considered. Graduate students are not eligible. You will be asked to provide your transcript.

The intern will be asked to assist with Arts District programs and initiatives in the following ways:

- Assist with outreach to potential participating organizations and artists.
- Attend meetings and community events.
- Update donor system with recent donors
- Assist with Guided FirstThursday ArtWalk Tours
- Social Media assistance to promote Arts District initiatives and activities.

The intern will be asked to help with the following day-to-day tasks:

- Update Mail Chimp and other email lists with current email addresses from events and other sources.
- Contribute to stories and articles in the monthly e-newsletters.
- Attend and support monthly Board meetings.
- Attend and support local meetings.
- Social media interactions – posting of events, amplify PR efforts.
- Draft and distribute Press Releases.
- Add appropriate contacts to PR email lists.
- Support California Cultural District activities by keeping communications lists up to date.
- Filing and office organization
- Train and orient the next intern.
- All other duties as assigned.

Internship Learning Objectives:

- Project Management Skills – how to plan, track and implement successful programs.
- Civic Engagement Strategies through community organizing, by deploying effective outreach techniques.
- Creative Placemaking and the role of Public art – how communities can be engaged to expand a sense of ownership and inclusion.
- Context and perspective about public art programs in other areas.
- Collaboration and Consensus Building using effective management strategies, in concert with the California Cultural District partners.
- Proposal research and preparation for Arts District commissions and creative placemaking projects.
- Ability to pick up/move objects weighing 20 lbs.

To Apply: Please send a **cover letter and your resume** to Linda Grimes, Executive Director, San Pedro Waterfront Arts District, 55lindagrimes@gmail.com no later than **May 15, 2024**.