



Glendale Arts Job Description

Job Title: Community Outreach Intern

Department: Special Events

Reports To: Special Events Manager

Salary: \$5,700 for the 10-week internship (\$14.25/hr or \$570/week)
for June 1st - August 25th 2019

1. Position Description:

The Community Outreach Intern will have an opportunity to learn and work directly with our team for the production of the third annual Open Arts & Music Festival in Downtown Glendale, as well as assist with the development of our corresponding projects POPUP! and Open Shows. The Open Arts & Music Festival is a free city-wide event featuring music, food, public art, activities for children, and businesses partners in the City of Glendale and outlying areas. POPUP! and Open Shows are year-round community programs offering affordable and accessible arts, health, and entertainment events.

Our Community Outreach Internship provides a community building mentorship and firsthand experience in marketing and producing a landmark event and multi-city initiatives. Over the course of 10 weeks, the intern will learn to develop and implement community outreach and marketing efforts; liaise with city officials, residents, musicians, artists, businesses, and vendors; build upon organizational and communication skills; and, most critically, contribute innovative strategies for inclusive, engaging programs.

The Community Outreach Intern will work in tandem with our team to promote arts and music events. Utilizing forward-thinking and creative strategies for implementation, the Intern will generate marketing and social media calendars; develop copywriting for our assets including printed materials, blogs, and newsletters; oversee and ensure the delivery of materials; research and propose fundraising opportunities; and build relationships with city officials, stakeholders, businesses, artists, vendors, and more.

2. Student Eligibility:

Internship positions are open to currently enrolled undergraduate college students who:

- Are currently enrolled as undergraduates, including students enrolled in associate's degree (community college) programs.
- Reside or attend college in Los Angeles County.
- Have completed at least one semester of college by June 1, 2018 or will complete their undergraduate degree between May 1- September 1, 2018.
- Are able to legally work within the United States.

The following students are *not* eligible:

- Students who have already earned a BA, BS or a higher degree.
- Students who have previously participated in the Los Angeles County Arts Internship Program.

Candidates can be sought from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the arts. All college students regardless of race, religion, sex, national origin, age, sexual orientation, or disability who meet the above criteria are eligible to participate in the Los Angeles County Arts Internship Program. The Arts Commission will verify the eligibility of each student invited to participate. Students will be asked to provide documents such as college transcripts, student ID and/or driver's license, if available, to verify undergraduate enrollment or recent graduation and L.A. County residence.

3. Additional Duties and Responsibilities:

By joining our Special Events department, the intern will be focused on developing and strengthening their skill sets in marketing, social media, and community outreach. However, as with any collaborative environment, the intern will be invited to work with our team on event production, research and event reporting, operations oversight, fundraising campaigns, and other areas of relation.

4. Skills, Knowledge, and Other Requirements:

Glendale Arts is inviting a collaborator to join our team to help create engaging and inclusive programs. The intern must have communication and organizational skills, approach each situation with positive and constructive energy, demonstrate great people skills, and carry a strong sense of patience, drive, curiosity, and innovation.

Proficiency with Google Drive, social media and web applications, and copywriting is required. Working knowledge or experience with the following is a plus: digital media, Adobe Creative Suite (Photoshop, InDesign, Premiere, After Effects, and/or Illustrator), and printing processes.

5. Workplace Description:

The intern will work in a shared workspace in Glendale Arts' Administrative offices with a dedicated laptop and desk area.

6. How to Apply:

Submit a resume, cover letter, and PDF or link to work samples (such as social media posts, copywriting/blogs, or documentation of related event experience) to jgranville@glendalearts.org