



## DESIGN AND MEDIA INTERN POSTING

*P.S. ARTS is dedicated to advancing equity and opportunity for children and youth by providing arts education in systemically under-resourced public schools and communities.*

*P.S. ARTS encourages all employees to feel empowered by and model the Organization's values:  
Art, Community, Equity, Innovation & Excellence.*

Reports To:	Associate Director, Communications
Location:	Remote & the P.S. ARTS Office, as needed or required
Schedule:	Monday – Friday; Office Hours 9 <sub>AM</sub> – 5 <sub>PM</sub>
Designation:	Full-Time, Temporary; Non-exempt
Length of Residency:	10 Weeks
	June 2022 – August 2022
Salary:	\$16.04/hour

### Position Summary:

The P.S. ARTS Design and Media internship is a part of the Los Angeles County Arts Internship program which is supported by Los Angeles County Department of Arts and Culture. This internship is intended for outstanding undergraduate students in design and media who have an interest in arts and education.

*To be eligible, candidates must:*

- *Be a currently enrolled undergraduate (2, 4 year or community college). Students graduating between May – December 2022 are eligible. Students enrolled in a second BA or BS program are not eligible.*
- *Reside or attend college in Los Angeles County*
- *Students who have previously participated in the program are not eligible*

*Please refer to the LACAC website for full eligibility requirements.:*

<https://www.lacountyarts.org/opportunities/arts-internship-program-students>

P.S. ARTS is looking for a highly creative, motivated, and driven individual who can support the organizations' communications and marketing efforts. The Design and Media Intern will work closely with the Associate Director, Communication and will perform a variety of skilled marketing, communications, and design duties relating to P.S. ARTS' External Affairs efforts.

Key Internship Takeaways:

- Gain an understanding and experience working on education-related design/communications projects.
- Insight into nonprofit general operations and administration.
- Transferable professional design skills.

As will all P.S. ARTS employees, the Intern will take part in a comprehensive performance management program which includes weekly department meetings along with one-on-one meetings with their supervisor to track progress on goals, and an end-of-internship exit interview. The Intern is also expected to model P.S. ARTS' values of Art, Community, Equity, Innovation, Excellence, and Life-long Learning.



**Qualifications and Training:**

- A portfolio reflecting a strong attention to detail and an understanding of graphic design principles, brand identity, photography, and typography.
- Highly motivated and self-directed.
- Ability to work collaboratively/cross-departmental to finish necessary projects.
- Demonstrated interest in arts, education or non-profit work.
- Organizational skills, strong written and oral communication skills.
- Experience with Mac iOS, Adobe Suite, and Microsoft Office.

**Responsibilities:**

- Assist with creative campaigns and a wide variety of graphic materials for P.S. ARTS;
- Assist with social media, newsletter, and website content;
- Assist in the layout and design of various P.S. ARTS collateral;
- Assist with research related to press outreach and advocacy efforts; and
- Organize P.S. ARTS' photo database and server.

*Please note this description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the Intern for this internship. Changes may be made in response to department needs and the Intern's interests.*

**Working Conditions:**

- Bend, twist, reach, stand and/or sit for long periods of time.
- View LCD screens for long periods of time.
- Occasionally work with video equipment and a comfort with recording and/or being recorded.
- Occasionally lift, push, pull or carry supplies, equipment, instruments, or furniture up-to 40lbs.
- Mileage reimbursement is provided in the event travel beyond a regular commute is required.

**How to Apply:**

Please submit the following items to [jobs@psarts.org](mailto:jobs@psarts.org) with the subject line "DESIGN AND MEDIA INTERN."

- Resume
- Cover Letter
- Portfolio
- Two (2) letters of recommendation or references – teacher, professor, former employer, etc.

**Application Priority Deadline: May 13, 2022**

*Phone and in-person interviews will be scheduled on a rolling basis.*

PLEASE NO HARD COPIES OR PHONE CALLS.

*P.S. ARTS is an equal opportunity employer (EOE) and dedicated to better reflect the communities we serve. P.S. ARTS is actively taking steps to meet our commitment to diversity and to building an inclusive environment for people of all backgrounds and ages. We especially encourage members of historically underrepresented communities to apply for this position, including women, people of color, LGBTQ people and people with disabilities.*