



DIGITAL CONTENT AND MEDIA INTERN JOB 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.

Reports To:	Associate Director, Communications
Location:	Hybrid: P.S. ARTS Office, Los Angeles; and Work-from-Home
Schedule:	Monday – Friday; Office Hours 9 _{AM} – 5 _{PM}
Designation:	Part-Time, Temporary; Non-exempt
Length of Residency:	This position will work approximately 20 hours a week from June 2024 through February 2025.
Hourly Rate:	\$17.28

Position Summary:

The P.S. ARTS Digital Content 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 art, communications, or 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 2024 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 Digital Content 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 and communication 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.

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Qualifications and Training:

The intern should be highly motivated, self-directed, and demonstrate a strong interest in arts education, communications, and nonprofit administration. Strong organizational skills, as well as written and oral communication skills, are a must. Proficient knowledge of Mac operating systems is preferable, as well as familiarity with social media marketing tools (Facebook, Twitter, Instagram) and the Adobe Suite (InDesign, Photoshop, and Illustrator). The ideal intern will have the ability to create compelling designs for both print and digital platforms. A portfolio reflecting a strong understanding of graphic design principles is preferred.

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
- Create digital and media content to be used for campaigns and social media.

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:

- Occasionally lift, push, or carry supplies, equipment, or classroom furniture up-to 40lbs.
- Bend, twist, reach, stand and/or sit for long periods of time.
- View LCD screens for long periods of time.
- Work with video equipment and a comfort with recording and/or being recorded.

About P.S. ARTS:

The P.S. ARTS team is a diverse group of people with different skillsets and experiences, from various cultures and backgrounds with one thing in common – a dedication to arts education. P.S. ARTS encourages all employees to feel empowered by and model the Organization's values of Art, Community, Equity, Innovation, and Excellence.

How to Apply:

Please submit a resume, cover letter, and portfolio to jobs@psarts.org
Subject line "DESIGN AND MEDIA INTERN."

APPLICATION DEADLINE: June 1, 2024

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

Please no hardcopies 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.

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