



LOS ANGELES COUNTY ARTS INTERNSHIP DIGITAL CONTENT & 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 schools and communities.

Location:	Hybrid; P.S. ARTS Office, Los Angeles
Schedule:	Office Hours 9 _{AM} – 5 _{PM}
Designation:	Full-time to Part-time, Temporary; Non-exempt
Pay Rate:	\$17.87 per hour
Internship Dates:	June – December 2025

Internship Overview:

The Los Angeles County Arts Internship at P.S. ARTS will provide hands-on experience in working with a leading arts education nonprofit in the areas of digital marketing and communications. Under the supervision of the Communications Associate Director the intern will ideate and draft a variety of design projects related to P.S. ARTS' external affairs efforts. The intern will play a key role in providing P.S. ARTS' audiences with access to enriching content.

Key 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

Primary responsibilities include the following:

- Draft creative campaigns and a wide variety of graphic materials for P.S. ARTS
- Support in content creation for social media, newsletters, and P.S. ARTS' website
- Assist in documenting P.S. ARTS programs on site.
- Research press contacts and resources in support of P.S. ARTS' advocacy efforts.
- Create and assist with design of P.S. ARTS collateral.

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 job. Duties, responsibilities and activities may change in response to organization or internship need at the discretion of the CEO or internship supervisor.

Requirements and Qualifications:

This internship is made possible with support from the Los Angeles County Arts Internship program which is supported by the Los Angeles County Department of Arts and Culture (LACAC). An Arts Intern must:

- Be currently enrolled as an undergraduate in either a bachelor's degree program or an associate's degree program. (Students who are enrolled in a second BA or BS program are not eligible).
- Reside or attend college in LA County; and
- Be a United States citizen, or permanent resident, or a student with DACA (Deferred Action for Childhood Arrival) status valid through the internship period.

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GETTY MARROW INTERNSHIP

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

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

Interested applicants should have an interest in the arts or arts education and marketing. The ideal applicant should be highly motivated, self-directed, and have strong organizational skills. Familiarity with social media marketing tools and Adobe Suite are important. Proficiency with Mac operating systems is preferable.

About P.S. ARTS:

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

Working Conditions:

- Lift, push, or carry supplies, equipment, instruments or 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 video recording and/or being recorded.

How to Apply:

Please submit a cover letter, portfolio, *and* resume to jobs@psarts.org with the subject line: "LACAC Internship."

Please no hardcopies or phone calls.

APPLICATION DEADLINE: May 23, 2025

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

Selection will be made by/on May 30, 2025

P.S. ARTS is an equal opportunity employer and aspires to better reflecting the communities we serve while building an inclusive environment for people of all backgrounds and ages. P.S. ARTS also supports and will provide reasonable accommodation to ensure the application process is accessible to candidates who require additional accommodation. P.S. ARTS will consider qualified applications with arrest or conviction records for employment in accordance with the Los Angeles County Fair Chance Ordinance for Employers and the California Fair Chance Act. Per California Education Code § 45122.1, § 45125.1, and § 44237, criminal history restrictions apply. Appointment to this position is contingent upon successful clearance of all pre-employment screening and onboarding requirements.

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