LOS ANGELES COUNTY ARTS INTERNSHIP PROGRAM

In partnership with the Los Angeles County Arts Commission, The Music Center is accepting resume submissions for an internship opportunity with our Education Department please see below for the internship job description.

For complete program requirements please go to: https://www.lacountyarts.org/opportunities/arts-internship-program-students/about-arts-internship-program-students

Los Angeles County Arts Internship Program, Education Intern

The Education intern will provide support to the Manager of Professional Development and collaborate to produce the Virtual Arts Integration Symposium, a three-day seminar designed to strengthen the ability of teachers, principals, and district administrators to provide quality arts education for TK-12 students in Los Angeles County and beyond. This 35-hour-per-week position will begin in June 2021 and conclude in August 2021.

DUTIES INCLUDE:

• Assisting with registration and including the entry of registration data, in a timely and accurate manner
• Making project-related phone calls and emails and provide requested information
• Track enrollment information by preparing appropriate documents and files
• Coordinating production facilities by working with events and production department
• Working closely with the manager in compiling/editing instructional materials for publications/distribution
• Assisting the Manager of Professional Development in the handling of workshops, along with ensuring the smooth running of the workshops
• Summarizing data from sessions and evaluation materials
• Communicating and corresponding with Teaching Artists, participants and staff
• Confirming registered participants, and providing general support to the Manager of Professional Development and department staff

KNOWLEDGE & QUALIFICATIONS:

Familiarity with Windows and knowledge of MS Word, Excel, Outlook and Zoom are essential. Experience and skills in editing, formatting and publishing materials is preferred. Problem-solving and organizational skills are required, as well as the ability to take initiative in carry out responsibilities with professionalism. The Music Center requests an enthusiastic and detail-oriented individual who is eager to aid classroom teachers in their professional development in the arts via our Symposium setting. An interest in arts education and/or performing arts administration is a plus.
BACKGROUND
The Music Center convenes artists, communities and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. With a commitment to relevant, accessible programming by, with and for all Angelenos, the non-profit performing arts organization presents world-class dance with Glorya Kaufman Presents Dance at The Music Center, free and low-cost public concerts and events, as well as K–12 arts education programs along with workshops, performances, interactive experiences and special events on its digital platform, The Music Center Offstage.

HOW TO APPLY:
To apply, please e-mail a cover letter and resume to jobs@musiccenter.org and please note “Arts & Culture Internship-Education” in the subject line. No phone calls please.

EQUAL OPPORTUNITY EMPLOYER