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 Programming 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, Community Engagement Intern

The Community Engagement intern will research best practices for The Music Center’s Partner Network Initiative. They will research existing literature, examine successful practices including the use of technology and software, and propose a new partner asset mapping system that can be utilized as a tool. Along the way, the intern’s project progress will be marked by a series of three to four presentations and practical application of research. Additionally, the intern will work on all programs produced by the Community Engagement department to better understand the organization’s mission and values, its complexity and collaborations.

KNOWLEDGE & QUALIFICATIONS:

• Interest in the Los Angeles arts and cultural sector preferred.

• Intern must demonstrate cultural sensitivity and competency.

• Bi-lingual English/Spanish preferred.

• Experience required for MS Office Suite and technology-based communications (Microsoft Teams, Zoom), as well as full proficiency in computer use. Adobe Creative Suite familiarity a plus.

• Have strong communication and strong problem-solving skills, strong team player ability.

• Research and analytical skills. Must be resourceful and self-directed to complete tasks with tight deadlines.

• Highly dependable and punctual; must have a reliable source of transportation.
• Ability to travel for offsite events, work remotely, and/or available to work some nights and weekends, as necessary.
• Must be able to work in different environment such as home, office, theater, and outdoor environments.
• Familiarity with standard performing arts production practices including technical production, and house management, a plus, but not necessary.

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-Community Engagement” in the subject line. No phone calls please.

EQUAL OPPORTUNITY EMPLOYER