



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 TMC Arts, Grand Park 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>

GRAND PARK PROGRAMMING AND PRODUCTION INTERN

DESCRIPTION

The Grand Park Programming and Production Intern will join the Grand Park Team in ideating and implementing a suite of programs and activations during Grand Park 10th anniversary year, including a suite of dedicated anniversary celebrations. These activities will take place in the summer and early fall of 2022. Possible activations include multiple public programs and celebrations, a conference, and the installation/unveiling of a new interactive element of the park for visitors to enjoy. These initiatives require a dedicated and focused team. The intern will be joining the Grand Park Director, Sr. Manager of Programs, Production Manager and Programming Coordinator in supporting this work. The internship start date is in June 2022 and will end in October 2022.

REQUIREMENTS AND QUALIFICATIONS:

Qualified candidates will possess a creative mindset and readiness to collaborate in a team environment. Problem-solving and organizational skills are required, as well as the ability to take initiative in carrying out responsibilities with professionalism. Strong candidates will also have an interest in cultural programs, community engagement, public space and will have some experience in the performing and or visual arts presentations. Basic office skills such as Microsoft suite are preferred. Knowledge of Vectorworks and/or other event layout drawing programs preferred but not required.

BACKGROUND

The Music Center (Performing Arts Center of Los Angeles County) is a leader at the cultural heart of Los Angeles, bringing to life one of the world's premier arts destinations by creating opportunities for arts participation, enabling compelling programming, arts education, and providing first-class facilities and services. The Music Center strives to deepen the cultural life of every resident of Los Angeles County and continue creating an increasingly relevant, multidisciplinary performing arts center.

VACCINATION POLICY

The Music Center requires its employees to be vaccinated against COVID-19, subject to certain exemptions as required by law. New Hires working at The Music Center must be fully vaccinated no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negatively laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center Human Resources Department for a copy of the vaccination policy. In addition, effective January 17,2022, all employees of The Music Center who are required to be vaccinated for COVID-19 under The Music Center's COVID-19 Policy shall be required to timely obtain and show proof that they have received a booster within the timeframe recommended by the CDC.

HOW TO APPLY:

To apply, please e-mail a cover letter and resume to jobs@musiccenter.org and please note **"Grand Park Internship/The Music Center"** in the subject line. No phone calls please.

EQUAL OPPORTUNITY EMPLOYER