



JOB DESCRIPTION

PROGRAMS AND COMMUNICATIONS INTERN

THE ORGANIZATION: LAMusArt is the cornerstone for arts education on LA's Eastside. The organization is centered in the culturally rich community of East Los Angeles and is a haven for learning in Music, Art, Dance and Drama for all, primarily K-12 youth. Each week LAMusArt engages over 630 students of varying levels, offering consistent, reliable, year-round programs to place under-resourced children on a creative path to a creative future.

TITLE	Programs and Communications Intern
LOCATION	LAMusArt at 3630 E. 3 rd Street, Los Angeles 90063
DURATION	20 Weeks between August 1, 2020 and December 31, 2020
HOURS	20 Hours per Week between 10:00AM-6:30PM Monday, Tuesday, Wednesday, Thursday and Saturday
REPORTS TO	Executive Director
COMPENSATION	\$15.00 per hour for a grand total not to exceed \$6,000

POSITION OVERVIEW: The Programs and Communications Intern will collaborate with lead administrators to execute the annual Camp MusArt program and its culminating production. While in an environment designed for learning, the intern will develop their emerging skills in several areas of nonprofit arts administration while providing critical support within Development/Fundraising, Communications, and Program Design. Individuals who value high-quality arts education, especially for under-represented youth, will be highly successful in this role and will make a noticeable impact on LAMusArt's reach throughout LA's Eastside.

QUALIFICATIONS AND SKILLS

- Enrollment in an accredited college or university is required.
- Strong interest in nonprofit arts management or arts/education program experience.
- Knowledge of basic customer service functions.
- Strong computer skills (especially in Word, Excel, and Adobe Suite).
- Excellent customer service skills.
- Excellent written and verbal communication skills.
- Good organizational and time management skills and the ability to balance multiple tasks and responsibilities.
- Ability to work cooperatively and as part of a team.
- Willing to learn about processes and systems.
- Strong interest in helping under-resourced communities receive an arts education

OTHER DESIRED REQUIREMENTS

- Able and willing to work evenings and weekends as required.
- Bilingual in English and Spanish preferred.
- Possession of a valid California driver's license, personal vehicle, and valid insurance.

HOW TO APPLY: To apply please email resume and cover letter to Executive Director Manuel Prieto at MPrieto@LAMusArt.org Resumes without a cover letter will not be considered.