



ONE Archives Foundation (OAF) is hosting a **Digital Exhibitions and Programming Intern** to work on our digital exhibition and programming for the fall 2020 and early 2021 with the focus to develop a digital version of an exhibition that had to close early, due to the pandemic. *Metanoia: Transformation through AIDS Archives and Activism* is an archival examination of community-based responses to the ongoing AIDS crisis in America. The show centers the experiences of Black cis and trans women, and cis and trans women of color who have always been at the forefront of movement work. The digital exhibition will be hosted on the open web, free to the public. The intern will work with Director of Content Strategy to produce the digital exhibition and related programming, coordinating with the curators, the ONE Archives Foundation team, and the archive staff at ONE Archives at the USC Libraries.

This internship is supported by the Los Angeles County Department of Arts and Culture Arts Internship Program.

Duties Include:

- Assist in the production of the digital exhibition (including image and video editing, content upload, metadata production, image credit copywriting, and more), supporting the Director of Content Strategy, curators, OAF marketing team, and programmatic partners
- Assist the Director of Content Strategy, as well as curators, with the development of and planning and implementation of exhibition programming such as virtual conversations, workshops, and lectures.
- Assist the Director of Content Strategy, as well as curators, with the development of and planning for exhibition related publication including a zine that explores the relationship between the exhibited content and present-day conversations around COVID-19 and racial justice uprising.
- Assist the Director of Content Strategy with administrative duties related to the digital exhibition & public programs, including metrics and data gathering and reporting.
- Assist the Director of Content Strategy, as well as curators, with archival research at ONE Archives at the USC Libraries, to include but not limited to identifying collections, scanning documents, and reprinting materials for exhibitions, consistent with the policies and procedures of ONE Archives at the USC Libraries. May assist with research at other archives, as well.

- Assist with social media curation related to the digital exhibition, consistent with ONE Archives Foundation's social media guidelines, including but not limited to: Facebook, Instagram and Twitter.
- Assist with other events and tasks related to our Education and Development departments.
- Participate in ONE Archives Foundation staff meetings and activities.

This position will be remote and paid (\$6,000 for the entire period of the fellowship, 400 hours at \$15.00/hour). The Digital Exhibitions and Programming Intern will work 15-20 hours a week from September 2020 through March 2021.

## QUALIFICATIONS

- Knowledge of and interest in LGBTQ history and current issues
- Customer service skills including write and phone communications
- Social Media Fluency (Facebook, Instagram, Twitter, Twitch)
- Experience with digital media (image, audio/video) editing and production
- Event planning and programming experience
- Research experience with primary source materials preferred
- Artistic experience preferred

## WHO IS ELIGIBLE FOR THE LA COUNTY ARTS INTERNSHIP PROGRAM?

2020 Arts Internship positions will be open to currently enrolled undergraduate (2 or 4-year) and community college students who reside or attend college in Los Angeles County. Recent graduates may apply as long as they have completed their degree between May 1 - September 1, 2020. The Department of Arts and Culture encourages eligible students from all ethnic and socioeconomic backgrounds, as well as disabled students, to apply. Eligible students may participate in the program once.

### NOTE:

- Students who have already earned a BA, BS, or a higher degree are not eligible for the Los Angeles County Arts Internship Program.
- Students who have previously participated in the program are not eligible to participate a second time.

- Students who are invited to participate in the program will be asked to provide verification of eligibility via college transcripts, driver's license, and other documents to show enrollment status and/or LA County residence.

This internship is a part of the LA County Arts Internship Program for students. If you're interested in applying, please learn more about the program:

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

## ABOUT ONE ARCHIVES FOUNDATION

The ONE Archives Foundation is an independent 501(c)(3) non-profit organization that supports ONE Archives at the University of Southern California (USC) Libraries, the largest repository of LGBTQ materials in the world. Founded in 1952, the ONE Archives Foundation is the oldest active LGBTQ organization in the United States, dedicated to telling the accurate and authentic stories of LGBTQ people, history and culture through public exhibitions, educational projects and trainings, and community outreach programs.

## HOW TO APPLY

Please submit your resume and a cover letter explaining your interest in and qualifications for the position to [humanresources@onearchives.org](mailto:humanresources@onearchives.org) with "Digital Exhibitions and Programming Intern" in the subject line.

Application Deadline: Friday August 14, 5pm PDT.