



ONE Archives Foundation (OAF) is hosting an **Exhibitions and Program Intern** as a part of the Getty Marrow Internship program to work on our digital and outdoor exhibition and programming for the summer and fall 2021. This internship will be focused on developing exhibition materials, media, and programs related to *Pride Publics: Words and Actions*, a multi-site outdoor exhibition that examines the intersection between pride and publicness. With free and accessible outdoor installations plus a digital guide, this exhibition aims to give visibility to LGBTQ life in the public through the lens of history, community, and activism.

The intern will work with the Director of Content Strategy to produce the exhibition and related programming, coordinating with the curators, the ONE Archives Foundation team, the staff at partner institution ONE Archives at the USC Libraries, and other partnered community and municipal arts organizations.

Duties Include:

- Assist in the production of the outdoor and digital exhibition (including image and video editing, content upload, media 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 curator(s) and artists, with the development of and planning for exhibition including a digital exhibition.
- Assist the Director of Content Strategy with administrative duties related to the exhibition and public programs, including metrics and data gathering and reporting.
- Assist the Direct of Content Strategy, as well as curators, with on-site or remote 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 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.

Work hours will generally take place on Monday-Friday, 9:00- 5:30pm with some weekend and evening hours depending on program needs.

QUALIFICATIONS

- Knowledge of and interest in LGBTQ history and current issues
- Customer service skills including writing emails 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

Eligibility

Eligibility for the internships is limited to currently enrolled undergraduates (bachelor's degree program, associate's degree program, or a vocational or technical program below the baccalaureate level) who reside in or attend college in Los Angeles County. Students must have completed at least one semester of college by June 2021, and those who will complete their degree by September 1, 2021 are also eligible to apply. Candidates can be from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the visual arts. [Read more](#) about the internship program.

APPLICATION REQUIREMENTS

Cover letter, resumé, and list of 3 references. Upload applications to <https://airtable.com/shrlybPxGtKDcEK4r> no later than Friday April 23, 2021, 5pm PT.

QUESTIONS / INQUIRIES

Please direct your questions or inquiries to Umi Hsu, Director of Content Strategy at content@onearchives.org