



ONE Archives Foundation (OAF) is hosting a **Getty Marrow Exhibitions and Program Intern** to work on our exhibition and programming for summer and fall 2023.

This internship will focus on developing exhibition materials, media, and programs related to *ONE Magazine at Seventy* (tentatively titled), an exhibition that commemorates ONE's legacy of creating LGBTQ+ communities through progressive magazine publication, education, and archival collections. A selection of covers and inside spreads from ONE Magazine, supporting archival documents, audio stories, and ephemera will be on view in the fall, as part of the first annual queer history festival organized by ONE Archives Foundation. Alongside public programming, the materials on view will showcase key moments of ONE's history, activism, and contribution to gay and queer liberation. The Exhibitions and Program Intern will also support the implementation of exhibit and programming tied to Pride month and West Hollywood LGBTQ+ Arts Festival.

The intern will support the Director of Content Strategy and the exhibition curator in producing the exhibition and related programming and content projects. The intern will also work with the ONE Archives Foundation team, the staff at partner institution ONE Archives at the USC Libraries, and other partnered community and municipal arts organizations.

This internship will be mostly in-person with on-site meetings, exhibition installation, and public events in combination with remote meetings and project tasks throughout the duration of the program.

Duties Include:

- Assist in the research and production of the exhibition (including image, video, audio editing, content upload, media production, image credit copywriting, and more), supporting the Director of Content Strategy, curators, OAF marketing team, and programmatic partners
- Assist with the development of, planning, and implementation of programming such as conversations, workshops, and lectures of a variety of formats (in-person, virtual/synchronous, and asynchronous/recorded) related to the exhibition and other summer programs and initiatives such as the podcast launch party and youth audio culmination event.
- Assist with the development and production of the audio stories, website, and in-person installation, and other audio/visual media components related to the exhibition.

- Assist with content organizing tasks (such as data entry, management, and cleaning) using our content database in Airtable, related to the exhibition.
- Assist with social media content planning and production related to the exhibition, consistent with ONE Archives Foundation's social media guidelines, including but not limited to: Facebook, Instagram, and Twitter.
- Assist with archival research at ONE Archives at the USC Libraries, to include but not limited to identifying collection items, scanning documents, and reprinting materials for exhibitions, consistent with the policies and procedures of ONE Archives at the USC Libraries.
- Support other events and tasks related to our content, education, and fundraising initiatives.
- Assist with administrative duties related to the exhibition and public programs, including metrics and data gathering and reporting.
- On occasion, assist with gallery sitting and support gallery maintenance and operations for in-person installations and events.
- Participate in ONE Archives Foundation staff meetings and activities (both on-site and remote)

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

The internship is a full-time (40 hours/week) position, with a stipend of \$6,800 (or \$17/hour) for a consecutive ten-week work period between June and August, 2023.

QUALIFICATIONS

- Knowledge of and interest in LGBTQ+ history and current issues
- Event planning and programming experience
- Experience with digital media (audio, video, and image) editing and production
- Social Media fluency (Facebook, Instagram, Twitter, Twitch)
- Research experience with primary source materials preferred
- Coursework in media, digital humanities, design, art history, and/or sound studies
- Artistic experience preferred
- Customer service skills including writing emails and phone communications

ELIGIBILITY

Applicants must:

- Be of a group underrepresented in museums and visual arts organizations, including, but not limited to, individuals of African American, Asian, Latino/Hispanic, Native American, or Pacific Islander descent.
- Be currently enrolled as a full-time undergraduate in either a bachelor's degree program or an associate's degree program. Students must have completed at least one semester or two quarters of college by June. Students who graduated the semester or quarter immediately before the internship begins are also eligible. (Students who are enrolled in a second BA or BS program are not eligible.)
- Reside or attend college in LA County; and
- Be a United States citizen or permanent resident (non-citizen authorized to live and work in the United States on a permanent basis; also known as a "[Green Card](#)" holder). Students with DACA (Deferred Action for Childhood Arrival) status valid through the internship period are also eligible.

Note: Students can participate in the program multiple times but must intern at a different organization each summer.

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 Monday April 17, 2023, 5pm PT.

QUESTIONS / INQUIRIES

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