



EDUCATION INTERN POSTING

P.S. ARTS is dedicated to improving the lives of children by providing arts education to underserved public schools and communities.

*P.S. ARTS encourages all employees to feel empowered by and model the Organization's values:
Art, Community, Equity, Innovation & Excellence.*

Reports To:	Deputy Director
Location:	Remote & the P.S. ARTS Office, as needed or required
Schedule:	Office Hours 9 ^{AM} – 5 ^{PM}
Designation:	Full-Time, Temporary; Non-exempt
Length of Residency:	June – August 2021, 10 weeks
Salary:	\$15/hour

Position Summary:

The P.S. ARTS Education internship is a part of the Getty Marrow Undergraduate Internship program and is funded by the Getty Foundation. This internship is intended for outstanding students who are members of underrepresented groups in careers related to museums and the visual arts.

To be eligible, candidates 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 a currently enrolled undergraduate. Students must have completed at least one semester or two quarters of college by June 2021. Students graduating in May or June 2021 are also eligible. (Students who are enrolled in a second BA or BS program are not eligible.)*
- *Reside or attend college in Los Angeles County; AND*
- *Be a United States citizen or permanent resident.*

Please refer to the Getty website for full eligibility requirements.:

http://www.getty.edu/foundation/funding/leaders/current/mui_students.html

P.S. ARTS' Education internship will provide a hands-on experience in working with a leading arts education nonprofit in the areas of school-based arts programming and community engagement. Working within the Programs department, the Intern will develop various education documents (e.g., curriculum, presentation materials, resource guides, etc.) to support P.S. ARTS faculty and supplement programming.

Key Internship Takeaways:

Gain an understanding of best practices in standards-based programming and curriculum design.
Insight into nonprofit general operations and administration.
Transferable admin, programming, and program development skills.

As will all P.S. ARTS employees, the Intern will take part in a comprehensive performance management program which includes weekly department meetings along with one-on-one meetings with the Deputy Director to track progress on goals, and an end-of-internship exit interview. The Intern is also expected to model P.S. ARTS' values of Art, Community, Equity, Innovation, Excellence, and Life-long Learning.



Qualifications and Training:

- Highly motivated and self-directed
- Demonstrated interest in education programming, arts education and non-profit administration
- Demonstrated interest in working with diverse and under-resourced communities.
- Organizational skills, strong written and oral communication skills.
- Familiarity with CA Visual and Performing Arts Standards, preferred.
- Knowledge of K-8 visual arts curriculum design, preferred.

Responsibilities:

- Research and develop new visual arts lesson plans for P.S. ARTS To Go! projects centered around upcoming museum exhibitions and permanent collections at local cultural institutions.
These lessons will be available on our website and are also distributed at P.S. ARTS Family Art Nights during the regular school year.
- Create a museum resource guide connecting the communities we serve to local museums and cultural institutions where families can experience art and museum-based public programming.
As a new resource for the organization, the Intern will take the lead in designing what this resource will look like.
- Support the community programs team with creating family-friendly visual arts lessons and PowerPoint presentations for P.S. ARTS Family Art Nights.
P.S. ARTS hosts Family Art Nights at partner schools free of charge for our students and families. P.S. ARTS believes the best way for parents to gain an appreciation for the benefits of arts education is through participation in art-making alongside their children.
- Lead P.S. ARTS staff in bimonthly Art Labs.
Art Lab provides an opportunity to refine lessons and develop teaching and facilitation skills. In addition, participation in Art Lab as a full staff promotes P.S. ARTS' values and commitment to fostering community through art-making.
- Develop a guide for our annual program theme and masterworks - research the artists and masterworks and create essential questions and enduring understandings.
Our Teaching Artists use this resource for curriculum development and is distributed to school faculty and administrators.
- Provide logistical and administrative support to the Programs department during P.S. ARTS' two-day intensive professional development training for our full faculty comprised of 50 Teaching Artists.
The Intern will assist with ordering and organizing supplies, creating training materials, and event planning and set-up.
- Update and archive a Best of P.S. ARTS collection of images taken at school sites and P.S. ARTS events.
These photos will be used for grant applications and other P.S. ARTS marketing material.
- Contribute to social media platforms and the P.S. ARTS blog by writing about their internship experience and arts education topics of interest.

Please note this description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the Intern for this internship. Changes may be made in response to department needs and the Intern's interests.

Working Conditions:

- Bend, twist, reach, stand and/or sit for long periods of time.
- View LCD screens for long periods of time.
- Occasionally work with video equipment and a comfort with recording and/or being recorded.
- Occasionally lift, push, pull or carry supplies, equipment, instruments, or furniture up-to 40lbs.
- Mileage reimbursement is provided in the event travel beyond a regular commute is required.



How to Apply:

Please submit the following items to jobs@psarts.org with the subject line "EDUCATION INTERN."

- Resume
- Cover Letter
- Two (2) letters of recommendation or references – teacher, professor, former employer, etc.

Application Deadline: May 15, 2021

Phone and in-person interviews will be scheduled on a rolling basis.

PLEASE NO HARD COPIES OR PHONE CALLS.

P.S. ARTS is an equal opportunity employer (EOE) and dedicated to better reflect the communities we serve. P.S. ARTS is actively taking steps to meet our commitment to diversity and to building an inclusive environment for people of all backgrounds and ages. We especially encourage members of historically underrepresented communities to apply for this position, including women, people of color, LGBTQ people and people with disabilities.