



MEDIA & DESIGN INTERN

JOB DESCRIPTION

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:	Associate Director, Communication
Location:	Remote or P.S. ARTS Office, Los Angeles (<i>depending on health and safety conditions</i>)
Schedule:	15-20 hours per week; June – September 2021
Designation:	Part-time, Non-exempt
Salary:	\$15 per hour

Position Summary:

P.S. ARTS is looking for a highly creative, motivated, and driven individual who can support the organization's communications and marketing.

The Media and Design Intern will work closely with the Associate Director, Communications, and will perform a variety of skilled marketing, communications, and design duties directly relating to P.S. ARTS' External Affairs efforts.

This internship is provided in partnership with the LA County Arts 2021 Internship Program.

Knowledge, Skills & Abilities

- Adaptability to a remote work environment – proactive communication via email and phone.
- Confidently take initiative to solve problems and effectively manage time.
- A portfolio reflecting a strong attention to detail and an understanding of graphic design principles, brand identity, photography and typography.
- Ability to work collaboratively/cross-departmental to finish necessary projects.
- Experience with Mac iOS, Adobe Suite and Microsoft Office.

Essential Functions & Tasks:

- Conceptualize and produce creative campaigns and a wide variety of graphic materials for P.S. ARTS' programs and events (invites, reports, brochures, appeals);
- Draft social media, blog, and newsletter content;
- Assist in the layout and design of various P.S. ARTS collateral;
- Assist with research related to press outreach and advocacy efforts; and
- Organize P.S. ARTS' photo database.

This description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of this position. Descriptions may change in response to Organization need at the discretion of the CEO.

Performance Management:

All P.S. ARTS employees take part in a comprehensive performance management program including weekly department meetings along with one-on-one meetings with their supervisor and an end-of-the-internship performance review.

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Working Conditions:

- Lift, push, pull or carry supplies, equipment, instruments or classroom furniture up-to 40lbs.
- Bend, twist, reach, stand and/or sit for long periods of time.
- View LCD screens for long periods of time.
- Frequent work with video equipment and a comfort with recording and/or being recorded.

How to Apply:

Please submit a cover letter, resume and design samples or a link to a portfolio to jobs@psarts.org with the subject line "MEDIA AND DESIGN INTERN"

PLEASE, NO HARD COPIES OR PHONE CALLS.

Priority Application Deadline: April 30, 2021

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

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.