

Latino Arts Initiative Intern

The Latino Arts Initiative Intern will work directly with the Community Bridges Manager in fulfilling and promoting the Initiative's mission of increasing Latino representation at the Ford, both in the audience and onstage. In particular, the intern will play a critical role in the Initiative's community outreach program by proactively identifying, contacting and building substantive working relationships with community arts, social service and educational organizations on behalf of the Ford and its programs. The intern will make presentations to community organizations and encourage their members to attend some of the diverse offerings of the Ford Amphitheatre. The intern will also be responsible for documenting, compiling and building a resource list of organizations and community leaders contacted and approached. The intern will assist in creating and using an evaluation instrument to assess the success of the outreach program. The intern will also assist with translations and stage-managing performances in the 87-seat indoor theatre.

Skills/Requirements: The ideal candidate will have knowledge of and/or direct experience working with the diverse segments that comprise the Latino communities in Los Angeles County; speak and write both Spanish and English fluently, with outstanding verbal and written communication skills; possess excellent computer skills; have experience working with artists/performers; have strong time management and excellent organizational skills, including the ability to successfully oversee a project from beginning to end; be tremendously self-motivated; work well under pressure; be flexible and have a sense of humor.

Eligibility:

- Students must be currently enrolled in a community college, four-year college or university program.
- Students must be undergraduates and not scheduled to graduate before December 2007.
- Students must either reside in Los Angeles County or attend school in Los Angeles County.

Dates of Internships: The intern will participate in the Los Angeles County Arts Internship Program beginning May-June 2007 and concluding in August-September 2007.

Payment: Interns will be provided a stipend of \$350 per week for a 40-hour workweek during the summer.

To Apply: Submit a cover letter, resume and a minimum of 2 references (with telephone numbers). The application packet should be sent or emailed to:

John Anson Ford Theatres
Internship Program
c/o Ms. Ragen Carlile
rcarlile@lacountyarts.org

With "Internship Program, (candidate name)" in the subject line

Applications will be reviewed as received.

Application Deadline: April 15, 2007

Positions will remain open until filled.

For any questions: After reviewing the information on the web site, you may address inquiries by e-mail to: RCarlile@lacountyarts.org.