SPECIAL EVENTS & ARCHIVES INTERNSHIP

Grand Vision is an arts non-profit located in San Pedro's downtown Arts District. We present live and livestream music concerts at the 150-seat Grand Annex; offer music education programs for youth and adults; and provide marketing, restoration and advocacy support for the historic Warner Grand Theatre.

Through the LA County Arts Internship Program, we are seeking a community college student for a paid, 400 hour SPECIAL EVENTS & ARCHIVES internship, full or part-time, finishing by Dec. 2020, with flexibility to work from home. Applicants must attend school or have a permanent address in L.A. County. Students graduating May-Sept 2020 are eligible.

THE PROJECT

The intern’s primary project will be to assist with all aspects of the Grand Vision’s 90th Anniversary live and virtual 2020-21 celebrations for the historic Warner Grand Theatre. Work will include detailed event planning of community and ticketed events and public history activities. Secondary responsibilities include further development of our digital archive and general office support.

THE IDEAL CANDIDATE

• Has interests in history, the arts, community development, event planning, and/or public relations.
• Has a high level of oral, interpersonal and written communication skills
• Is fluent with Microsoft Office programs and Google Drive
• Has experience with website content maintenance
• Is detail-oriented, self-motivated and able to work independently

APPLY BY AUGUST 1, 2020

To apply, please send as separate documents or one combined PDF document:
1. A 1-page cover letter describing interests and relevant experience
2. A 1 page resume
3. A 1-2 page writing sample

Email to Ms. Taran Schindler, Artistic Director at HR@grandvision.org

Please no phone calls.