



ARTISTIC INTERN JOB DESCRIPTION

ABOUT DIAVOLO

DIAVOLO | Architecture In Motion® is a creative movement production company that explores innovation by creating unique live, cinematic, digital, and media experiences.

Our mission is to create socially relevant work that celebrates the diversity and complexities of humankind. Using custom-made architectural structures, DIAVOLO combines storytelling and movement with the goal of restoring one's mental, physical and emotional strengths.

ABOUT THE POSITION

Title: Artistic Intern

Type: Part-Time Internship (400 hours)

Rate: \$15 Hourly

The Artistic Intern will work directly with DIAVOLO's Director of Education and Community Programs and will be crucial in advancing engagement programs and artistic initiatives in Los Angeles and nationwide. As the Director's right-hand person, the Artistic Intern will learn the fundamentals of running a mid-sized and growing movement and production company. The Intern will receive crucial training in creating and delivering arts-based programs and how they relate to the company's long-term vision.

Responsibilities

1. Take a lead role in managing DIAVOLO's marketing and social media accounts, including Facebook, Instagram, Twitter, YouTube, Vimeo, and DIAVOLO's e-newsletter. The Intern will develop relevant content to reach DIAVOLO's target audience.
2. Collaborate with the artistic team in advancing local and national programs including K-12 arts education workshops, masterclasses and trainings, and DIAVOLO's *The Veterans Project*. The Intern will be responsible for managing a calendar of summer engagement activities; creating and designing content to promote the DIAVOLO Institute; and serving as the liaison between Teaching Artists and the Institute Director.
3. Assist artistic staff in community engagement activities, collaborate with artistic staff in planning and scheduling summer rehearsals, and take notes during rehearsals in order to improve the current repertoire.
4. Attend meetings and other company events as needed as well as maintenance of company records.

QUALIFICATIONS & HOW TO APPLY

Desired applicant should have strong organization and communication skills. They should be a "self-starter" who is motivated, dependable, and an adaptable team player with a genuine interest in the arts. Passion for dance is a plus. Excellent writing, editing and design skills are highly desirable. Pre-requisites include proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and social media (e.g.- Instagram, YouTube, Facebook, etc.). Candidates should desire a position during normal business hours, usually 9 AM to 5 PM, with occasional schedule adjustment for activities on evenings and weekends.

Applicant must be a currently enrolled in a 2-year or 4-year undergraduate program. This internship is only available for current Los Angeles County residents OR students currently enrolled in a college or university within Los Angeles County. To apply, please email resume and cover letter to kate@diavolo.org.

<https://www.lacountyarts.org/employment/diavolo-architecture-motion-artistic-intern>