



11:11 PROJECTS

12950 Willard St, North Hollywood, CA 91605 | 818.689.1778 | 1111projects.art

Program Development Intern

Join our dynamic team at 11:11 Projects, a leading organization dedicated to fostering creativity, community engagement, and cultural enrichment through innovative programs and initiatives in Los Angeles. We are seeking a passionate and motivated individual to join us as a Program Development Intern. This is an exciting opportunity to contribute to the growth and development of 11:11's programs while gaining valuable hands-on experience in the arts and cultural sector.

Company Overview:

11:11 Projects is a mission-driven organization with the mission to create a network of cultural oases by equipping artists with the tools to create socially-minded, community uniting art in public space. 1111projects.art

Position Overview:

As a Program Development Intern, you will play a key role in assisting with the expansion of our organization's programs and initiatives. You will have the opportunity to work closely with our team to develop and implement creative projects that promote local arts and culture, engage diverse communities, and enrich the cultural landscape of our region. This position offers a unique blend of project management, research, and community outreach responsibilities, providing you with valuable skills and experience in program development and event coordination.

This is a 6 month paid internship with the possibility of becoming a full-time team member.

Responsibilities:

- Assist in the growth and development of programs, including conducting research, developing program proposals, and identifying potential partners and collaborators.

- Manage on-site activations, including the program Creative Exchange, by coordinating logistics, overseeing setup and breakdown, and ensuring a smooth and successful execution of events.
- Conduct site visits for potential projects, including meeting with community stakeholders, assessing potential locations, and gathering information to inform project development.
- Collaborate with Directors to support the planning and implementation of various programs and initiatives, including community workshops, artist residencies, and public art projects.
- Assist with administrative tasks as needed, including maintaining program databases, preparing reports, and providing general support to the program development team.

Qualifications:

- A strong interest in and knowledge of local arts and culture, with a passion for promoting creative expression and community engagement.
- Excellent organizational and project management skills, with the ability to manage multiple tasks and priorities in a fast-paced environment.
- Strong communication and interpersonal skills, with the ability to work effectively with diverse stakeholders and build positive relationships within the community.
- Detail-oriented and proactive, with a demonstrated ability to take initiative, problem-solve, and work independently.
- Proficiency in Microsoft Office suite, Google Workspace, and Dropbox with experience using databases and project management tools preferred.
- Previous experience in program development, event coordination, or community engagement is a plus.
- Los Angeles-based. Preference given to San Fernando Valley residents.
- Has working vehicle and able to travel to and from work sites around Los Angeles

Benefits:

\$15-\$20 per hour depending on experience and skills

- Opportunities for professional development and mentorship
- Collaborative and inclusive work environment

- Flexible Hybrid work schedule
- Potential for growth and advancement within the organization

How to Apply:

If you are passionate about the arts, community engagement, and making a positive impact, we want to hear from you! To apply for the Program Development Intern position, please submit your resume and a cover letter outlining your interest in the role and relevant experience to celie@1111projects.art. Applications will be accepted until April 5, 2024.

11:11 Projects is committed to diversity, equity, and inclusion, and we encourage individuals from all backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted. We look forward to welcoming a talented and enthusiastic individual to our team!