

JOB DESCRIPTION: PROGRAM RESEARCH INTERN

Co-founded in 2014 by renowned architect Frank Gehry and arts education advocate Malissa Shriver, Turnaround Arts: California is a nonprofit organization that administers Turnaround Arts, a school reform program launched by the President's Committee on the Arts and Humanities under the Obama administration and now run nationally by the John F. Kennedy Center for the Performing Arts. The program is designed to bring effective and integrated arts education into some of the lowest performing elementary and middle schools across the country. Through this initiative, schools in the process of reform develop new strategies and tools to shift school culture and climate and better engage students and families through the arts. Learn more at turnaroundartsca.org.

Turnaround Arts: California seeks a **full-time, paid** Program Research Intern to join us for a 10-week period during summer 2018. Reporting to the Director of Program and Strategy, the Program Research Intern will support staff in web research identifying key arts opportunities across California that would allow participating schools to deepen the strategic use of the arts at their school. The Program Research Intern will develop resources for classroom teachers, assist with data collection/analysis for program evaluation and refinement, and support external communications efforts.

ELIGIBILITY

Candidates must meet the [eligibility requirements](#) of the Getty Foundation's Multicultural Undergraduate Internship Program:

- Be of a group underrepresented in museums and visual arts organizations, including, but not limited to, individuals of African American, Asian, Latino/Hispanic, Native American, or Pacific Islander descent.
- Be currently enrolled undergraduates. Students must have completed at least one semester of college by June 2018. Students graduating in May or June 2018 are also eligible. Students who are enrolled in a second BA or BS program are not eligible.
- Reside or attend college in Los Angeles County.
- Be a United States citizen or permanent resident.

SPECIFIC JOB RESPONSIBILITIES

PROGRAM

- Develop community arts asset maps, particularly around our new cohort of 10 incoming partner schools across the state, including high-leverage arts partners and providers that could support and amplify local and regional arts-fueled school change efforts.
- Conduct web research on arts education and arts integration training opportunities in California and nationwide, and create a teacher-friendly resource with findings
- Develop standards-based, culturally responsive lesson plans and multimedia presentations, for K-8 learners, around the work of Turnaround Artist mentors
- Compile internal and external evaluation data, such as school attendance rates and test scores, into a master document to analyze and identify trends.
- Support the creation of a master program calendar including key dates and deadlines for our network of 27 schools across 20 school districts in California
- Support event planning for school year launch trainings

COMMUNICATIONS

- Research and analyze the social media presence of all incoming partner schools
- Compile a master database of local and regional media outlets that serve incoming partner school communities
- Contribute to the Turnaround Arts: California blog, as appropriate

The intern is expected to work Mon-Fri, 9am-5pm, onsite at the Turnaround Arts: California office in West Los Angeles.

KEY ATTRIBUTES AND SKILLS OF THE SUCCESSFUL PROGRAM RESEARCH INTERN

- Highly organized, self-motivated team player, excited to play a critical role in a small office and contribute to meaningful, mission driven work
- Effective oral and written communication skills, demonstrating tact, diplomacy, and accuracy
- Ability to professionally format emails, letters, and other documents
- Familiarity with Microsoft Office Suite and Google G-Suite
- Ability to adapt to changing circumstances/priorities, take appropriate initiative, and work independently
- Ability and willingness to learn and perform a variety of tasks as shifting program demands require
- Ability to represent Turnaround Arts: California in a professional manner
- Highly desirable: oral and written Spanish language skills
- Highly desirable: video editing skills

COMPENSATION

- \$5,500 stipend, paid in bi-weekly installments, less applicable taxes

APPLICATION PROCEDURE

Submit the following materials to hr@turnaroundartsca.org with the subject line "Program Research Intern" no later than Monday, April 30, 2018 at 5pm PST. We are interested in filling this position ASAP with a start date of June 18, 2018. Interviews will be scheduled in early May.

- Cover letter demonstrating interest and ability to perform the job responsibilities outlined above
- Resume demonstrating experience and education
- List of two people who can serve as professional references for you. Please include their name, title, organization, relationship to you, number of years acquainted.

NOTICE: All statements made on the application materials are subject to verification. Exaggerated, false or misleading statements may be cause for rejection of the application and/or termination of employment. All information contained herein does not constitute either an expressed or implied offer of employment. We reserve the right to reject any or all applications, or to terminate the selection process for any position without prior notice.