



ALLIANCE for
CALIFORNIA
TRADITIONAL ARTS

JOB DESCRIPTION

Job Title: **Program Intern**
Reports To: Betty Marín, Associate Program Director
Status: Non-Exempt, Part-Time Temporary
Location: Hybrid Remote/ Los Angeles Office and Antelope Valley
Pay : 17.28/hour (15-20 hours per week June-December 2024)

THE ORGANIZATION

The Alliance for California Traditional Arts (ACTA) supports the health, vibrancy, and evolution of the State's diverse cultural traditions through advocacy, public programs, grant making, and connections for folk and traditional artists. Recognized for its culturally competent leadership, intellectual capital, and excellence in program administration, ACTA was founded in 1997 by an alliance of traditional artists, cultural workers, and arts administrators. Since then, ACTA has grown into a \$5+ million, statewide organization headquartered in Fresno, with field offices in Los Angeles and San Francisco and remote staff located in various parts of the state.

JOB SUMMARY

The Program Intern will work primarily on supporting our team with a cultural asset mapping project in the Antelope Valley, part of our health equity work funded by The California Endowment.

ACTA's health equity work includes documented practices highlighting the role of art and culture in communities and involves activating heritage-based, participatory cultural activities. Fostering greater community engagement in local cultural practices serves as a pathway to cultivating transformative possibilities that can call communities into social action. A key part of the project is the cultural asset mapping methodology that ACTA has developed to recognize and document the cultural treasures of particular communities. Cultural Assets, or Cultural Treasures, are people, groups, customs, places, and events that hold meaningful aesthetics and/or historical values that help establish community identity. Cultural Treasures can be material, immaterial, emotional, or even spiritual.

Through a community-led process, our Cultural Mapping Project will train local youth and community leaders in identifying and documenting cultural resources, making these resources visible through gatherings and community celebrations. The final step will be to create a space for reflection about how the "map" will live on and how it can be used to support existing work in community health, relating to the campaign to remove policing in schools and change the culture around policing in the community as a whole. The intern will support the final phases of

community mapping, participating in gatherings, and supporting in planning and implementing the final celebration. The intern will process and organize the data collected through community gatherings and surveys to be presented back to the community for their discussions on future planning.

JOB DUTIES

- Organize local cultural assets identified by the community in the Antelope Valley
- Support in the documentation of cultural assets through photography, video, research, and developing descriptions
- Participate in content development and brainstorming sessions to present content, potentially through story maps or other ways
- Support in the creation and implementation of community outreach and engagement activities, both in-person and remote, working closely with artists and other program staff
- Support the delivery of other organization projects, programs, and events where required, for example during panel process for our funding programs
- Attend biweekly staff meetings, regular check-ins with the cultural mapping team, and weekly check-ins with their direct supervisor
- Potential participation in a board meeting depending on scheduling and the possibility of attending national networking opportunities for the field
- Write content for ACTA's website and social media updates as needed relating the Cultural Mapping Project, artist profile pages, and other editorial content development
- Other duties as assigned

SKILLS, QUALIFICATIONS, ATTRIBUTES NEEDED

- At least one year experience with implementing public programs related to community-based arts and culture
- A demonstrated commitment to racial and cultural equity, social justice, and ACTA's mission
- Strong writer and editor with experience developing storytelling materials for the public
- Dynamic, self-motivated individual with the ability to work independently and as part of a team
- Excellent organizational and communication skills, attention to detail and ability to meet deadlines
- Ability to travel throughout Los Angeles County, with some possible travel in other parts of California
- Excellent written and verbal communication skills

EQUAL EMPLOYMENT OPPORTUNITY

ACTA is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.