



**ALLIANCE for  
CALIFORNIA  
TRADITIONAL ARTS**

## **JOB DESCRIPTION**

**Job Title:** Media Intern  
**Reports To:** Jennifer Jameson Merchant, Associate Program Director + Media Director  
**Status:** Non-Exempt, Part-Time Temporary  
**Location:** Hybrid Remote/ Los Angeles Office  
**Pay:** 17.87/hour (15-20 hours per week June-December 2025)

### **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 \$3+ 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 Media Intern will create content for ACTA's media platforms, including the website, newsletter, and social media channels. The intern will support digital outreach efforts for the California Traditional Artist Plaza resource, assist with building grantee profiles on the website, and contribute to digital storytelling projects for ACTA's 25th Anniversary and Sounds of California initiatives. Responsibilities include writing stories, promoting events, and enhancing ACTA's digital presence through engaging multimedia content across platforms such as Facebook, Instagram, LinkedIn, and Wikipedia. The intern will also support ACTA's program-related activities as needed, including assisting with online or in-person programs and events, attending Media Team and staff meetings, and providing administrative support for ACTA funding opportunities. This may involve tasks such as testing applications, categorizing and pulling data reports in Submittable, and more.

### **JOB DUTIES**

- Pitch, develop, and create digital content for ACTA's social media, blog, and website, including copywriting for posts.
- Assist with digital outreach and promotion of ACTA's California Traditional Artist Plaza resource.
- Build and update grantee profiles on the ACTA website.
- Develop stories and multimedia projects for ACTA's 25th Anniversary and Sounds of California initiatives.

- Catalog, organize, and edit audio and video recordings from the Sounds of California collection, as well as assist in copywriting for website content.
- Provide support for tasks related to ACTA's programs, including the Apprenticeship Program, Living Cultures Grant Program, and Taproot Fellowship.
- Support event logistics and online or in-person programs as needed.

**SKILLS, QUALIFICATIONS, ATTRIBUTES NEEDED**

- Strong writing and research skills.
- Attention to detail and cultural competency.
- Experience with social media content creation (i.e., Instagram and Facebook).
- Basic knowledge of digital media platforms and content management systems.
- Interest in community-based arts, cultural equity, and social justice.
- Preferred: Bilingual in English and Spanish or another language.

Through this internship, the intern will gain hands-on experience in media production, digital marketing, and arts promotion. This exposure will provide valuable skills applicable to the arts, the nonprofit sector and the broader traditional arts field. In addition to engaging with diverse audiences, there is also the opportunity to develop multi-channel storytelling techniques, learn and develop ethnographic documentation skills, and contribute to community-based arts initiatives.

**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.

**PAY**

The pay for this position is \$17.87/hour (15-20 hours per week June-December 2025)

**ELIGIBILITY from Los Angeles County Department of Arts & Culture, Arts Internship Program**

All intern candidates must meet the below requirements:

- Able to legally work within the United States.
- Are residents of Los Angeles County attending college outside of the region or currently attend college in Los Angeles County.
- Be currently enrolled as undergraduates, including students enrolled in associate degree (community college) programs.
  - Students who are on track to complete their undergraduate degree, or transfer from a community college to a four-year institution between May 1 - December 1, 2025, are also eligible.

The following students are not eligible:

- Students who have already earned a Bachelor of the Arts, Bachelor of Science, or a higher degree.

- Students who have previously participated in the LA County Arts Internship Program.
- Please note that students who are relatives of staff or board members may not be hired.

**TO APPLY**

Submit a resume and a cover letter (including 1-3 work sample links: social media posts, videos, writing samples, etc.) to [jobs@actaonline.org](mailto:jobs@actaonline.org) with the subject line "Media Intern Application." Please ensure all materials are submitted by **April 30, 2025**.

**DEADLINE**

Position open until filled. ACTA will begin reviewing applications on May 1, 2025.