



**Deadline:** May 1, 2009

**Location:** Santa Monica (Los Angeles County)

**Category:** Arts Service

**Compensation:** \$3,500 per Project – Internship

**Travel:** Possible – August 4-21, 2009 (Santa Fe, NM)

## **Paid LA County Student Internship – NALIP**

### ***Membership Office Intern***

*NALIP is a national organization that supports the professional development of Latino/a film, television and documentary filmmakers: writers, producers, directors, students, educators, performers & activists.*

*We seek to increase the quality and quantity of images by and about Latinos everywhere you see media.*

#### **Position Overview:**

This is a dynamic summer position that exposes an intern to all aspects of arts program management, Latino media, documentary and film training/production, plus top industry professionals who participate as instructors, mentors and crew.

Much like a film production, NALIP has a fast-paced and fast-energy office. We produce stimulating, highly energetic professional programs -- Lots of work, but a fun and invaluable experience! You'll be guided by charismatic leaders who will inspire you to achieve the extraordinary.

#### **Duties and Responsibilities:**

The primary responsibilities of the *Membership Office Intern* will be to assist membership coordinator with member services, data entry, office management, and general project support for ongoing NALIP signature programs that include the 18-day *Latino Producers Academy* as well as the *Latino Media Resource Guide*.

#### **Knowledge, Skills, and Abilities Required:**

- Strong communication and interpersonal skills (excellent phone skills)
- Basic PC proficiency - Skilled in use of internet, e-mail, Excel and Word processing software.
- Organizational skills - Keeps files and work area organized.
- Must be energetic, self-motivated, solution oriented/problem solver, thorough, reliable and committed to high quality performance.
- Flexible
- Awareness of or interest in independent film and documentary world.
- Maintains inventory and equipment to ensure smooth office operation.
- Demonstrates professionalism at all times.

**\* Minorities encouraged to Apply \***

**Education and Experience Required:**

Undergraduates and graduating seniors may apply. Students must have completed at least one semester of college by June 2009, and be currently enrolled (full-time) in a community college or a four year university. Graduating seniors are eligible only if they are to complete their undergraduate degree by September 1st, 2009. Students must either reside in Los Angeles County or attend school in Los Angeles County. Candidates are welcome from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the arts.

Please visit the Los Angeles County Arts Commission website to read the specific education requirements at: <http://www.lacountyarts.org/internship.html>

**\*\*NALIP is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Smoke-free/Drug-free work environment. All resumes are held in confidence. Only candidates whose profiles closely match requirements will be contacted during this search\*\***

**Do not miss this unique opportunity – Apply for this job!**

**\*\*\*Please email resume and cover letter to the contact below**

**Cynthia Vargas**  
**Membership Coordinator**  
**1323 Lincoln Blvd., #220**  
**Santa Monica, CA 90401**  
**Tel. (310) 395-8880**  
**Fax. (310) 395-8811**  
**[membership@nalip.org](mailto:membership@nalip.org)**  
**[www.nalip.org](http://www.nalip.org)**

This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. More than 125 undergraduate interns will participate in the program this year at 95 performing, presenting, and literary nonprofit arts organizations and municipal arts agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in one educational event as part of the program, which is funded by the Getty Foundation. The educational event is designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at [www.lacountyarts.org](http://www.lacountyarts.org)