California Lawyers for the Arts
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Education and Outreach Intern

California Lawyers for the Arts is a non-profit arts service organization that empowers the creative community by providing education, representation and dispute resolution to artists and arts organizations. CLA is seeking an enthusiastic Legal Research, Education and Outreach intern in the Santa Monica office to work at least 10-15 hours per week with a minimum commitment of three months.

The intern will research various issues regarding intellectual property, entertainment, and art law for the purposes of planning CLA’s workshops and as needed for special projects. The intern will also research and contact California attorneys to propose future speaking engagements and workshop topics. The ideal candidate must also have a strong interest in outreach – helping our team to form strong relationships with the Southern California art communities. The internship is a fantastic opportunity for first-year law students interested in IP, art and entertainment law. The internship is usually offered on a part-time basis, but may be available on a full-time basis depending on CLA’s needs and intern availability.

Responsibilities:
- Assist in devising and planning CLA’s workshops for attorneys and artists;
- Research a wide range of legal topics for purposes of planning CLA's workshops and as needed for special projects;
- Draft a variety of written materials;
- Monitor workshops and assist with pre- and post-workshop tasks and analysis;
- Brainstorm and help execute marketing and advertising initiatives with CLA’s team;
- Assist with preparations for and execution of CLA's annual gala in the summer and various special events as needed.

Qualifications:
- Must have completed at least one semester of law school by the time internship begins;
- Must be thoughtful, detail-oriented and organized;
- Must possess strong interpersonal skills and excellent phone skills;
- Must have a demonstrated interest in the arts;
- Must possess capacity to work both independently and collaboratively as part of a team;
- Excellent verbal and writing skills required;
- Marketing, advertising, and design experience are a plus.

How to Apply:
Please email resume, cover letter, two references and available work hours to: losangeles@calawyersforthearts.org