Social Media, Design, and Marketing 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 Social Media, Design, and Marketing 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 assist our team in promoting our services and workshops in the Los Angeles area. This intern need not have legal or law school experience – only a sincere interest in the arts, legal services, and our mission. The intern will, along with the San Francisco office, help create material for our social media accounts and creatively design our fliers, presentations, and educational materials. The intern will help our team plan new marketing and outreach initiatives – growing CLA’s presence in Southern California. This may also include assisting CLA staff with development efforts. The ideal candidate will bring a start-up energy to our office – being flexible with his or her tasks, capable of independently finding new projects, and showing initiative in creative thinking. The intern will also help with grassroots outreach efforts – contacting local arts organizations and helping us build and maintain our relationships in the Los Angeles.

Responsibilities:

- Design CLA’s fliers, educational, and promotional materials;
- Compose tweets and find material to add to our Facebook page;
- Research new outlets for CLA’s online and in-person outreach;
- Assist with fundraising and/or grantwriting research, as needed;
- Assist CLA staff with preparations for and execution of CLA’s annual gala in the summer and various special events as needed.

Qualifications:

- Must have some marketing, advertising, PR and/or design experience;
- Must be pro-active, self-directed, detail-oriented and organized;
- Must possess strong writing skills and excellent interpersonal and phone skills;
- Must possess capacity to work both independently and collaboratively as part of a team.

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