



VISUAL COMMUNICATIONS
CONNECTING COMMUNITIES THROUGH MEDIA ARTS
Since 1970

EMPLOYMENT OPPORTUNITIES

POSITION: Operations Intern

JOB DESCRIPTION:

Visual Communications is currently seeking an Operations Intern. The Operations Intern will work closely with the Operations Director to support the operation, coordination, and logistical activities of the organization. This position reports to the Director of Operations but will have the opportunity to work collaboratively with all departments of the Visual Communications team. A commitment of 10 – 15 hours/week is required. Some evening/weekend work may be required. The internship is unpaid; school credit is available.

DUTIES AND RESPONSIBILITIES:

- Update and maintain membership and contacts database
- Maintain and execute social media and marketing calendars
- Assist with special events coordination and logistics
- Assist with volunteer coordination
- Assist with facilities maintenance and office operations
- Support online ticketing and box office systems
- Support technical projects

QUALIFICATIONS:

- Attention to details and highly organized
- A team player who also works well independently
- Good writing skills and verbal communications skills a must
- Self-starter who takes initiative and is not afraid to ask questions
- Working knowledge of Microsoft Word, Excel, and Filemaker Pro preferred
- Familiarity with Mac platform preferred
- Interest and knowledge of independent film and media arts, Asian Pacific American communities and history in Los Angeles

TO APPLY:

Please email cover letter, resume, and a writing sample to:

Janet Chen, Operations Manager, Visual Communications, janet@vconline.org.

ABOUT VISUAL COMMUNICATIONS

Founded in 1970, Visual Communications (VC) is the nation's oldest media arts center dedicated to the honest and accurate portrayals of Asian Pacific American peoples, communities and heritage through the media arts. VC's mission is to foster a more diverse and engaged society through the creation, presentation, preservation, and support of creative content by and about Asian Pacific Americans. Visual Communications is the presenter of The Los Angeles Asian Pacific Film Festival, Southern California's premier showcase for Asian Pacific American and Asian international cinema. VC is an equal opportunity employer.



VISUAL COMMUNICATIONS • "Connecting Communities Through Media Arts" • www.vconline.org

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