

## PROGRAM AND COMMUNICATIONS INTERN SPRING 2018

### ZERO1 ORGANIZATIONAL MISSION

ZERO1: The Art & Technology Network is a Silicon Valley hybrid arts organization. We connect creative explorers in art, science, and technology to provoke and explore new ideas that build engaged and vibrant communities. [www.zero1.org](http://www.zero1.org)

### AMERICAN ARTS INCUBATOR PROGRAM

American Arts Incubator (AAI) is an international creative exchange program developed in partnership with the U.S. Department of State's Bureau of Educational and Cultural Affairs and managed by ZERO1. The program utilizes community-driven digital and new media art projects to instigate dialogue, build communities, bolster local economies, and further social innovation. [www.americanartsincubator.org](http://www.americanartsincubator.org)

### POSITION DESCRIPTION

ZERO1 is seeking a part-time Program and Communications Intern to assist the Program and Communications Manager with web content management, social media, email marketing, and program logistics support. The intern will be a critical member of the team, helping advance both communications and program goals by assisting with major spring projects such as the website redesign and international artist exchanges. The position will work onsite two days a week at the Impact Hub in San Francisco and remotely.

### TIMEFRAME

The position duration is January – May, 2018 with some flexibility. The position requires a commitment of 20 hours per week and has an hourly rate of \$13.

### QUALIFICATIONS

- Passion for socially-engaged art and a particular interest in new media art, technology, and digital culture
- Graphic design sensibility; photo and video editing skills a plus
- Experience with web content management; fluency with HTML and CSS a plus
- Excellent writing and communications skills
- Computer proficiency is a must, including Google Suite and online project collaboration tools
- Ability to work remotely and independently



## SCOPE AND NATURE OF WORK

### Communications

- Execute social media strategy across program platforms (Facebook, Twitter)
- Assist in the creation of marketing materials (annual report, newsletters, etc.)
- Manage artists' multimedia blog posts, including reviewing uploads, publishing, and cross-posting
- Aid media project production; catalogue program photo and video documentation
- Support website redesign, including graphic design and copywriting; collaborate with web developer

### Program Support

- Assist with selection process of 2019 American Arts Incubator artist cohort
- Help prepare and execute spring 2018 exchanges, including coordinating program travel logistics and facilitating the collection and organization of artist deliverables
- Develop online tools, guides, and templates to support artists in program implementation
- Compile program monitoring results & evaluation data
- Support ZERO1 staff with writing and preparation of materials for domestic funding opportunities
- Conduct research to assist with organizational strategy building

## EQUAL OPPORTUNITY EMPLOYER

The policy and intent of ZERO1 is to provide equal employment opportunity for all persons regardless of race, color, religion, creed, sex, national origin or ancestry, marital status, medical condition, physical or mental disability, sex, age, sexual orientation or any other consideration protected by federal, state, or local laws. This applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall, and termination. ZERO1 seeks to do business with organizations that encourage equal employment opportunity.

## TO APPLY

Write a cover letter addressing why you want to intern at ZERO1, what you would bring to the program, and relevant experience. Email your cover letter with resume attached to [apply@zero1.org](mailto:apply@zero1.org) with the subject line "ATTN: Maya Holm/Program and Communications Intern Spring 2018." *Incomplete applications will not be reviewed.*