

PROGRAM & COMMUNICATIONS INTERN 2020

ZERO1 ORGANIZATIONAL MISSION

ZERO1 leverages art, science, and technology to create social change. Founded in 2000, ZERO1 is a nonprofit arts organization that aims to address complex social challenges, both locally and internationally, utilizing community-driven new media and digital art projects.

www.zero1.org

PROGRAMS IN EMERGING MEDIA ARTS

Arts Education: ZERO1 supports the development of creative skills in emerging media and socially-engaged arts through talks, workshops, incubators, mentorship, and professional development experiences.

Public Art: ZERO1 produces community-engaged public art projects at varied scales, from augmented reality street interventions and robotic sculptural installations to digital building modifications and ephemeral sky art.

International Exchange: ZERO1 coordinates international artist exchanges that encourage mutual understanding and cross-border collaboration between creative communities around the globe. Our flagship creative exchange program, [American Arts Incubator](#) (AAI), was developed in partnership with the U.S. Department of State's Bureau of Educational and Cultural Affairs and supports artists working in six countries annually.

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. 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 our international artist exchanges and pilot arts education workshop series engaging local youth. The position will work onsite two days a week at ZERO1's San Francisco location — The Grand Theater at 2665 Mission Street.

TIMEFRAME AND COMPENSATION

The position duration is March 2020 — May 2020 (3 months) with some flexibility, and requires a commitment of 16 hours per week. ZERO1 will provide a \$100/month travel stipend to offset commuting costs. We will prioritize applicants who are interested and available in extending their position through the end of July to support our [Amplify summer exchange program](#).

SCOPE AND NATURE OF WORK

Program Support

- Help prepare for and execute spring American Arts Incubator 2020 exchanges, including coordinating program travel logistics and facilitating the collection and organization of artist deliverables
- Outreach for our Storytelling with Augmented Reality youth workshop series
- Compile program monitoring results & evaluation data
- Support ZERO1 staff with writing and preparation of materials for domestic funding opportunities
- Support the organizational administration of ZERO1

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 (Wordpress)
- Aid media project production; catalogue program photo and video documentation from AAI and digitization of ZERO1 archive materials

QUALIFICATIONS

- Passion for socially-engaged art and a particular interest in new media art, technology, and digital culture
- 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 ideally Asana
- Self-starter, strong organizational skills, and ability to work independently

TO APPLY

Write a cover letter addressing why you want to be an intern at ZERO1, what you would bring to the position, and relevant experience. Email your cover letter with resume attached to apply@zero1.org with the subject line "ATTN: Maya Holm/Spring Intern 2020." Applications will be reviewed on a rolling basis. *Incomplete applications will not be reviewed.*

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.