

# JOY DE LA CRUZ ART & ACTIVISM INTERN

10-12 Hours per week (starting September 6, 2017)

May 2017 - June 2018



## INTRODUCTION

The central mission of the Cross-Cultural Center is to create a space of dialogue and programming where individuals learn about themselves as well as others in a supportive environment. Within this context it will be a central goal of the CCC Interns to program, provide services, and plan events for and about members of historically under-represented groups. Interns play a critical role in the development and operation of the CCC. Students will be chosen as Interns based on their proven leadership experience, potential to contribute to the mission and development of the Cross-Cultural Center, and understanding of the need for a multicultural society. Joy de la Cruz was a daughter, sister, artist, poet, dreamer, Pinay, and activista. Established in her honor, this position will continue her legacy by infusing art, culture, community and activism.

## GENERAL RESPONSIBILITIES

- ▣ Provide once a week front desk staff coverage from 8:30-10:30am or 6-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, scanning, and customer service
- ▣ Assist in facility maintenance including; basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize and evaluate one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, CCC FACEBOOK page, and campus flyering
- ▣ Participate in one Social Justice Educator program, training, or workshop per quarter
- ▣ Create one "Thought Spot" passive program per quarter
- ▣ Contribute to the Common Ground newsletter with one submission per quarter
- ▣ Assist Campus Outreach and Engagement Intern in training CCC volunteers
- ▣ Assist with Cross-Cultural Center's All People's and Recognition program
- ▣ Attend Operations team meetings weekly
- ▣ Research, design, and present one interest-specific "Teach-Me" of choice winter or spring quarter during all staff meeting
- ▣ Research, design, assign prep-work, and present one professional development "Teach-Me" of choice during all staff meeting
- ▣ Engage in public speaking critique sessions during all staff meetings on professional development presentation weeks
- ▣ Self-design and/or utilize effective organizational tools to develop personal and professional time management skills
- ▣ Develop quarterly goals and submit the Developmental Outcomes Survey in the beginning of each quarter
- ▣ Reflect and self-assess post-program internship experience via End of the Year Survey at the end of spring quarter
- ▣ Attend one one-on-one meetings with a full-time staff member weekly
- ▣ Attend one one-on-one with Director per quarter
- ▣ Attend two or three one-on-one with Assistant Director per quarter
- ▣ Attend and at times assist with weekly all staff meetings
- ▣ Submit feedback and recommendation for future development of the Center
- ▣ Submit quarterly and year-end written reports for inclusion in the CCC annual report
- ▣ Submit weekly oral and/or written reports on internship progress
- ▣ Other duties as assigned

## POSITION RESPONSIBILITIES

- ▣ Coordinate and implement one art & activism themed art reception in fall & spring quarter located in the ArtSpace
- ▣ Coordinate and implement one art & activism themed art program in the winter quarter that showcases art forms beyond 2D artwork (ex: music, dance, performance art, spoken word, etc.)
- ▣ Manage and switch out art exhibits of all three art spaces: Conference Room, Hallway & ArtSpace
- ▣ Coordinate one passive program or group project with Operations Interns
- ▣ Use online social media outlets to publicize CCC art exhibits & events (e.g. Facebook, Tumblr, Twitter, Instagram, etc.)
- ▣ Provide an 'art and activism-themed' submission to the Common Ground Newsletter, quarterly
- ▣ Submit 'art and activism-themed' on & off-campus opportunities to the electronic newsletter
- ▣ Organize and maintain art catalog of existing artwork in CCC storage and inventory of supplies
- ▣ Coordinate the "Beyond La Jolla" program with full time staff in the winter quarter
- ▣ Create a Dia de los Muertos alter during the end of October
- ▣ Assist the Operations and Marketing Coordinator with the planning and execution of art related programs & projects to include an electronic gallery in library and conference room spaces
- ▣ Collaborate with campus departments to plan any of the above mentioned exhibits, receptions or programming that has an art & activism theme (ex: Heritage Month Committees, SARC, Campus Community Centers, etc.)
- ▣ Solicit and/or collaborate with a variety of constituents (Graduate students, staff, faculty, students, community members, departments, etc.) to plan any of the above mentioned exhibits, receptions or programming that has an art & activism theme (ex: Heritage Month Committees, SARC at CARE, etc.)
- ▣ Assist and provide program support for the Faculty Author in Residence program as needed
- ▣ Curate and research at least one digital educational or passive program display

- ▣ Support the Common Ground Intern in the curation of the in-house television programming displays with quarterly digital art galleries and the weekly presentation of digital marketing materials and flyers

#### **QUALIFICATIONS**

- ▣ Will be a UC San Diego undergraduate student for the 2017-2018 academic year
- ▣ Ability to understand and articulate issues of multiculturalism, cross-cultural communication, racism, sexism, heterosexism, homophobia, classism, ableism, religious oppression etc.
- ▣ Ability to work within the Cross-Cultural Center mission statement and PLACES
- ▣ Demonstrated ability to effectively manage time and multiple projects
- ▣ Proven experience working cooperatively as part of a team
- ▣ Strong interpersonal skills, ability to communicate effectively in one on one and group settings
- ▣ Position requires an individual who can work collaboratively with students, faculty, staff, and the wider community which the university serves
- ▣ Working knowledge of desktop publishing and PC computers
- ▣ Must be able to work some nights & weekends
- ▣ Familiarity with (or strong desire to learn about) a variety of artistic mediums and forms of activism
- ▣ Program planning and/or gallery experience a plus
- ▣ Interest in developing knowledge and experience in visual, literary, and/or performance art