

JOY DE LA CRUZ ART & ACTIVISM INTERN

10-12 Hours per week (starting September 5, 2018)

May 2018 - June 2019



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 6-9pm
- ▣ 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 blog with quarterly submissions
- ▣ Assist with Cross-Cultural Center's All People's and Recognition program
- ▣ Attend Programming 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 winter & spring quarter located in the ArtSpace
- ▣ Independently research new art and/or rotate existing art in order to switch out art exhibits of all three art spaces: Conference Room, Hallway & ArtSpace at least twice a quarter
- ▣ In conjunction with the Program Assistant Interns, design, develop, implement, and evaluate a Breather Series art-related program fall quarter
- ▣ 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
- ▣ Organize and maintain art catalog of existing artwork in CCC storage and inventory of supplies
- ▣ Research, plan, coordinate, and evaluate the "Beyond La Jolla" program with the support of the Assistant Director and Programming Assistant Interns in the winter quarter
- ▣ Collaborate to develop, plan, and execute a passive All People's Celebration art activity on May 23, 2017 in collaboration with the Program Assistant Interns or an equivalent project during the spring 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 in the fall quarter and projects to include an electronic gallery in library and conference room spaces quarterly as needed
- ▣ Advertise Programming Interns, Joy de la Cruz Art and Activism Intern, and Assistant Director's programs via Campus Community Center's enews, Student Insider, campus-wide flyer distribution, residential halls, departments, and the larger San Diego community
- ▣ Potentially 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.) with the support of the Operations and Marketing Coordinator
- ▣ Curate and research at least one digital educational or passive program display fall quarter with the support of the Operations and Marketing Coordinator
- ▣ 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 2018-2019 academic year without a leave of absence
- ▣ 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