



cross-cultural center

JOY DE LA CRUZ ART & ACTIVISM INTERN

10 Hours per Week

September 2009 - June 2010

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 front desk staff coverage 3 hours a week from 8:30-11:30am or 6:30-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, and customer service
- ▣ Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize and evaluate at least one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, FACEBOOK, and campus flyering
- ▣ In conjunction with supervisor coordinate All People's Recognition Ceremony
- ▣ Participate in at least one Diversity Peer Program (DPP) event
- ▣ Contribute articles, poetry, and/or art to the Common Ground Newsletter and CCC blog quarterly
- ▣ In coordination with the Common Ground Marketing Intern contribute and design one "Thought Spot" yearly
- ▣ Attend Operations team meetings
- ▣ Attend one-on-one meetings with a full-time staff member
- ▣ Attend 1 one-on-one with 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 self-initiated art and activism themed ArtSpace exhibit and program per quarter
- ▣ Outreach to community groups and campus units on joint programming and publicity featuring visual, literary, and performing arts
- ▣ Use creative venues to show facets of art as resistance, identity development, and inspiration
- ▣ Coordinate efforts with Operations Manager to help oversee art, culture, and activist programs and receptions at the center and at local venues
- ▣ Develop database of artists and arts organizations using art as a form of resistance, activism, identity development, and cultural storytelling
- ▣ Attend one art performance/show per quarter for networking and community-building purposes
- ▣ Work with UCSD ArtPower! and The Loft to collaborate on social-justice related art programs and displays
- ▣ Assist Operations and Marketing Manager with the advertising, research, and booking of temporary art exhibits within the Center
- ▣ Make recommendations on art, DVD, and book purchases for the CCC
- ▣ Once per quarter develop passive programming on art and activism using Joy de la Cruz bulletin board
- ▣ Update ArtSpace exhibit procedures and train CCC staff on procedures and best practices for art exhibits

- ▣ Research and disseminate articles and news relating to the intersections of art, activism, and student learning
- ▣ Work with campus cultural celebration committees to coordinate themed art exhibits in the CCC
- ▣ Maintain art in the CCC; switch out permanent art displays as needed
- ▣ Develop, plan, and implement community art projects, including one glass window-painting program per quarter

QUALIFICATIONS

- ▣ 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 philosophy of the Cross-Cultural Center
- ▣ 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 and experience developing visual, literary, or performance art a plus