



## Job Description

### Curriculum Analyst Intern

#### Organization Summary

The Unusual Suspects Theatre Company's (*US*) mission is to mentor, educate, and enrich youth in under-resourced communities through the creation of collaborative original theatre. Our mission powers our vision of a world where all youth are given the opportunities and support they need to succeed.

Founded in the wake of the 1992 LA Uprising, *US* has grown from a small, volunteer-led youth intervention program into an award-winning leader in the fields of arts education, youth development, mentorship, and community building. After nearly three decades of service within disinvested and underrepresented communities, the focus of our work remains to ensure the equitable enrichment and development of Los Angeles County youth. Our overarching aim is to provide Los Angeles's BIPOC (Black Indigenous and/or People of Color) and incarcerated youth and their families with powerful platforms to express themselves, creatively explore personal and social conflicts, and heal. Through seven, healing-informed program models, *US* provides holistic prevention and intervention benefits, while working to open educational and career pathways for the over 1,600 Los Angelinos we engage annually (93% aged 9-19). Our free, place-based theatre-arts programs go beyond the reach of typical arts education workshops to offer personalized mentorship and a safe space for self-expression, empowering those we work with to identify and leverage their innate talents and overcome inequitable circumstances.

*US* is currently pursuing transformative action steps aimed to center our communities in all aspects of our work and bring Diversity, Equity, Access, and Inclusion (DEAI) to the forefront of our operations and programs. For more information, visit: <https://theunusualsuspects.org/>

#### Job Summary

The Curriculum Analyst Intern will work closely with The Unusual Suspects' *Education and Curriculum Senior Manager (ECSM)* and our Programs team to research and analyze to help transform our theatre-arts education and mentoring curricula to ensure we reflect, support, and uplift our predominantly BIPOC youth participants, as well as the teaching teams who serve them. The Intern will work with the ECSM to provide research and help analyze our programs' recently-updated curricula to glean its effectiveness — in integrating Social Justice Standards, in responding to students' modern needs, and in providing materials to support our Teaching Artists — provide essential feedback, and develop additional recommendations for adjustments.

The Curriculum Analyst Intern is integral to our Programs team and under the guidance of the ECSM will receive ample opportunity to provide input into *US*'s development. From assessment and evaluation to the implementation of curriculum revisions, the Intern plays a pivotal role in our social justice-informed program improvements and codification to better enrich the lives of LA's youth.

In order to successfully complete the 400-hour project, the Intern will utilize program review, writing, analysis, and research skills, as well as verbal and written communication skills. The position will work approximately 15-20 hours per week from July through December, 2022.

*Jul 5, 2022*

This position reports to the Education and Curriculum Senior Manager.

## **Qualifications**

- **Must be currently enrolled in a community college or 4-year undergraduate program**
- Must reside in or attend college within Los Angeles County
- Students who are on track to complete their undergraduate degree, or transfer from a community college to a four-year institution between May 1- December 1, 2022, are also eligible.
- Applicant cannot have previously participated in the Los Angeles County Arts Internship Program
- Must be able to legally work in the United States

## **Duties and Responsibilities:**

- Meet with *US* staff and review available information to understand our history, purpose, and programs, as well as issues to be resolved through our revamped language and materials.
- Meet with *US* staff to obtain an in-depth understanding of how Social Justice, Arts, and Common Core standards, as well as equity and anti-racist best practices, affect our curricula and impact our programming and participants.
- Work closely with the ECSM and Program's team to understand and assess *US*'s current curricula.
- Research best practices for curriculum codification.
- Assists the ECSM in creating a system of assessment alongside the new curriculum.
- Learn the Social Justice Standards, and research examples and evidence of their use in K-12 education, intergenerational community programs, and programs serving system-engaged youth.
- Collect previously-analyzed data, outcomes and other statistics to aid curricula analysis.
- Research and gain an appreciation and understanding for the under-resourced communities we serve and the root causes of their systemic inequities to further inform curricula updates.
- Attend *US* workshops, performances or other program activities (in person or virtually, as public health guidelines direct) to further explore the curricula in practice.
- Create a needs assessment on a specific *US* program or practice that needs improvement.
- Evaluate/maintain core program and evaluation data, including survey data, integrating it into digestible talking points/infographics.
- Provide program recommendations on how to improve certain criteria.
- Regularly attend and participate in Program, Communications, and *US* staff meetings.
- Prepare a final presentation of quantitative and qualitative information from participants at the culmination of the 25-week internship with recommendations for additional curriculum updates.

## **Desirable Skills**

- Detail-oriented, punctual, flexible, and conscientious
- Strong educational background/experience in Theatre and/or Social Justice
- Interest in Curriculum Development, Arts Education, and/or Social Calibration
- Must demonstrate strong writing, proofreading, communication, organizational, project coordination, time management, and research abilities
- Creative thinker with an inquisitive mind and the ability to work independently to complete projects as well as in a team environment with minimal supervision
- Must demonstrate basic computer skills and have experience with Microsoft Office and Google Suite
- Personal values align with the vision and values of The Unusual Suspects organization

*Jul 5, 2022*

- Cultural competency to work with individuals from diverse backgrounds
- Bilingual English/Spanish or another language is a plus
- Candidate MUST have access to reliable transportation

### **Physical Requirements & Work Environment:**

Must be flexible working in a fast-paced, non-profit environment. *US* currently incorporates a hybrid work model of both on-site and remote work. As public health guidelines permit, the majority of the Intern's 400 hours on the project will be spent in *US*'s administrative office in Pasadena and/or in the field at program sites throughout Los Angeles County, with up to 100 hours spent working remotely from home. The Intern's required equipment and telecommunication support will be provided by *US*.

### **Salary & Schedule**

- Approximately 25-week internship between July and December, 2022
- Position is expected to work 400 total hours over the 25-week period (equivalent of 40 hours per week for 10 weeks), with a minimum of 15 hours per week.
- Candidate must be open to work a flexible schedule, including some evenings and, potentially, weekends to attend culminating events.
- Chosen candidate will be paid a total of \$6,416 (\$16.04 an hour or \$641.60 per 40 hours) for the 400-hour internship.

### **Apply Today!**

The Unusual Suspects is committed to diversity, equity, and inclusion and strongly encourages people of color, women, LGBTQ+ individuals, and those with protected class backgrounds to apply. We value the individuals that we hire and look forward to creating a positive, diverse work environment for all identities. Please email your resume and cover letter — describing your experience/qualifications, why this internship interests you, and what you hope to take away from it — to [jobs@theunusualsuspects.org](mailto:jobs@theunusualsuspects.org). Include "Curriculum Analyst Intern" in the subject line. No calls please.

### **Additional Information**

*This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Department of Arts and Culture. In addition to their full or part-time paid internship, interns may participate in educational events as part of the program. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on LACDAC, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Department's website at [www.lacountyarts.org](http://www.lacountyarts.org).*

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.