



Levitt Family Foundation Communications Intern Position Announcement

Position Title: Communications Intern

Reports to: Communications Manager

Location: Echo Park, Los Angeles, CA; minimum 2-3 days/week in-person

Time Commitment: Part-time; 16-24 hours/week for up to 3.5 months (May to September), with possibility of extension through fall 2026

Announcement Date: March 16, 2026

Applications Due: April 17, 2026

Compensation: \$18.00 per hour. College credit possible, please check with your academic advisor to make arrangements.

About the Levitt Family Foundation

The Levitt Family Foundation exists to strengthen the social fabric of America. We're a national social impact funder at the intersection of music, public space, and community building that partners with nonprofits and changemakers to build a more healthy, equitable, and thriving future for all. We realize our mission of *building community through music* through supporting free live music in public spaces, as well as projects and programs that advance vibrant music ecosystems. In 2026, the Foundation is supporting more than 900 free outdoor concerts nationwide in 100+ towns and cities across all 50 states and Puerto Rico, bringing joy to over one million people of all ages and backgrounds.

The Levitt Family Foundation is committed to equal opportunity throughout our organization and all aspects of our work, recognizing this commitment as essential to realizing the Levitt mission. We value having a team with a wide range of perspectives, backgrounds, experiences, and skills so our approach to grantmaking is well-rounded and the connection with our team members and the communities we support is authentic. Thus, we encourage applicants from all walks of life and backgrounds. We strive to create a positive working culture through professional development opportunities, employee recognition, and team-building events and activities. We focus on creating a working environment that promotes collaboration and fairness. This commitment fosters a culture where team members can truly belong, contribute, and grow. To learn more about the Levitt Family Foundation and the national Levitt network, visit levitt.org.

Position Overview

Do you believe in the power of free, live music to uplift communities and individuals? Do you want to gain valuable experience curating and creating content on behalf of a national arts foundation?

The Communications Department shapes and implements the branding, marketing, and communications strategy for the Foundation, and also provides communications support for the Foundation's grantee partners, a national network of Levitt venues and Levitt Music Series locations across the country. The Communications Department is currently seeking a dynamic, detail-oriented Communications Intern who will support internal and external communications for the Foundation by helping to create brand-building content across a variety of platforms, including social media, email marketing, web, and the Levitt Now blog.

The Communications Intern will also assist the Communications Department in maintaining and updating digital libraries and platforms. This is an incredible opportunity to gain valuable experience at a national organization, working alongside a dedicated team of professionals, and developing project management, cross-department collaboration, and communications skills.

Responsibilities

- Help create engaging brand-building content to populate the Levitt Family Foundation's various social media platforms; help create custom graphics and/or videos
- Research and write stories about music, arts access, and creative placemaking for the national Levitt blog
- Assist in updating the levitt.org website
- Help promote, monitor, and track Levitt's national #MusicMoves campaign
- Help track partner organization and grantee acknowledgement of the Foundation
- Support Levitt network media coverage monitoring, as needed
- Support internal departmental libraries for the Levitt Family Foundation, including but not limited to:
 - photo library
 - video library
 - music library
 - public speaking opportunities
- Perform other related duties, as assigned

Qualifications

- Current undergraduate junior/senior, graduate student, recent graduate, or equivalent experience
- Excellent writing skills, with strong attention to detail
- A self-starter with ability to research creative solutions
- Enrolled in a degree program in Communications, Journalism, Urban Studies & Planning, Creative Writing, Digital Media Studies, Marketing, Nonprofit/Arts Administration, or a related field of study; or, if not enrolled in a degree program, a career path in one of these areas or related field
- Experience creating or curating compelling visual communications for social media or websites, a plus
- Graphic design, video editing, and/or photography, a plus
- Tech-savvy and well-versed in current social media platforms, tools and trends, a plus
- Excellent communication, interpersonal, and listening skills with a friendly, upbeat demeanor and a people-first attitude
- Passion for the Levitt mission of *building community through music*

Application Submission

To apply, upload your resume, cover letter, and writing sample to <https://jobs.appone.com/levittfamilyfoundation>. A writing sample is required, which can be attached as part of your resume. A link to a visual portfolio or work samples is optional, though a plus.