



Internship & Part-Time Opportunity

H Foundation for the Arts | San Marino, CA

About Us

H Foundation for the Arts is a 501(c)(3) nonprofit organization dedicated to supporting contemporary art practices rooted in Asian and diasporic cultures. Through exhibitions, public programs, and creative collaborations, we foster cultural dialogue and engage with identity, tradition, and transformation in today's world.

We're Looking For: Creative & Social Media Assistants (Intern / Part-Time)

What You'll Do:

- Manage and create content for Xiaohongshu, Instagram, WeChat, and other platforms
- Shoot and edit short videos & photos
- Assist with graphic design for posters, flyers, and digital campaigns
- Help with website updates & event promotion

What We're Looking For:

- Students or recent grads in Art, Design, Media, or Communications
- Strong interest in social media, art, and creative content
- Skilled in CapCut (video editing), plus familiarity with design tools (Photoshop, Canva, etc.)
- A **team player** with creativity, reliability, and attention to detail
- **Mandarin proficiency preferred**

Perks:

- ✓ Hands-on creative experience
- ✓ Portfolio-building projects (social media, photography, video, design)
- ✓ Networking with artists, curators, and cultural professionals
- ✓ Flexible schedule (internship credit or part-time)



This is a paid role. Specific compensation will be determined with the founder based on experience and availability.

How to Apply: Send your resume + (optional) portfolio to [**info@h4arts.org**](mailto:info@h4arts.org)