

INTERNSHIP:	Media & Content Intern
DEPARTMENT:	Media and Content
SUPERVISOR:	Brett Webster, Director of Media and Content
INTERN SCHEDULE:	June 16 – August 22; 40 hours/wk Orientation: June 13, 2025
TYPE:	Hybrid [at minimum, Wednesdays req'd in-person]
COMPENSATION:	\$7,148
APPLICATION DUE:	5:00pm PT, May 23, 2025

Internship Overview:

Center Theatre Group has a rich history of nearly 60 years of high-quality theatrical productions and educational programming in Los Angeles and over ten years of community programming in Boyle Heights. The Media and Content intern would not only engage with this history, but also be a part of its future by documenting and telling the stories of the programming occurring during the summer with the company.

As part of the Media and Content team, the intern will take part in creative brainstorming and execution of digital content and social media campaigns that tell the stories of productions, events, and community initiatives of Center Theatre Group. The Media and Content Intern will also support with on-site multimedia coverage of special events for Center Theatre Group, including opening nights, publicity photoshoots, and student matinees. Through their projects and additional work, the intern will familiarize themselves with the Center Theatre Group style guide and support in editing social media graphics, e-blasts, advertisements, and more. The skills gained as part of the Media and Content team include writing and editing for print and online publications, ideating and creating social media content, working with public relations collateral, and learning digital content best practices—all of which can be transferred to countless industries.

Primary Projects & Learning Opportunities:

- Commit consistently to a 10-week Internship for 40 hours per week; meet regularly with supervisor.
- The intern's primary project will be to ideate, create, and edit three pieces of content: a video project for digital publication, an article for print publication in an issue of the company's Performances Magazine, and a press release to be sent to media outlets and press contacts. Throughout each of these processes, the intern will:
 - First learn about the company, our best practices, and our current content plans.
 - Ideate stories and angles for each project that fills an existing gap in our media plans and makes sense for our intended audience.
 - Capture and/or write the content and engage in rounds of editing with support from department staff members to eventually have each project published.
 - Gain insights and analytics about their content's performance.
- Conduct informational interviews across departments within Center Theatre Group to help understand how other departments work in this organization.

Requirements and Desired Qualities:

The Media and Content Intern must meet all the qualifications of the [LA County Arts Internship Program](#). The intern must be a qualified undergraduate with a genuine interest in communications, journalism, and social media. Experience writing or editing for a publication (student newspaper, blog, etc.), a familiarity with Chicago Style; and the ability to balance multiple projects are extremely useful. Interest in nonprofit arts and theatre and/or journalism is a plus, as well as basic knowledge of Photoshop (or other image editing software), Digital Single-Lens Reflex (DSLR) camera and/or iPhone photography, Premiere (or other video editing software), and calendar and task management applications is a plus. Applicants must have reliable transportation (metro pass can be provided).

Compensation:

This internship is offered through the Los Angeles County Arts & Culture 2025 Arts Internship Program. All students will be paid \$7,148 (\$17.87/hour) for their 400-hour long internships. Note that students are selected and paid directly by their host organizations, not by the Department of Arts and Culture.

Note that Interns are not being hired by CTG; rather, they are participating in an educational program. Parking or a metro card will be provided for all Interns. This internship does not include medical benefits. Intern will have access to staff complimentary tickets to shows at the three theatres as they are available.

To Apply:

Interested applicants should first review the application materials and submission process via www.CenterTheatreGroup.org/Internships.

Complete applications include:

1. An official Center Theatre Group ELECTRONIC Internship Application (available on our website)
2. A PDF resume (must be emailed to Internships@CTGLA.org)
3. A PDF cover letter (must be emailed to Internships@CTGLA.org)

Applications are due by 5:00pm PT, May 23, 2025, although an intern may be selected prior to that date.