

<b>INTERNSHIP:</b>	<b>Advancement Operations Fellow</b>
<b>DEPARTMENT:</b>	Institutional Advancement
<b>SUPERVISOR:</b>	Grace Piper, Assistant Director, Prospect Research and Strategy
<b>INTERN SCHEDULE:</b>	June 2 – August 29, 2025; 40 hours/wk
<b>TYPE:</b>	In-Person; flexible for hybrid [Wednesdays req'd inperson]
<b>COMPENSATION:</b>	\$8800 or School Credit
<b>APPLICATION DUE:</b>	5:00pm PT, May 16, 2025

**Fellowship Overview:**

The Advancement Operations Fellow will have the exciting opportunity to be fully integrated into the Institutional Advancement Department of Los Angeles's most prominent nonprofit theatre company. The Intern will support the strategy and creation of the Data Integrity Project, a key initiative designed to enhance insight and analysis into the donor journey, donor acquisition and retention costs, and other critical fundraising KPIs.

The intern will shadow the advancement operations team, one of the many teams within this department, during the development and implementation of this new initiative that will develop tools that will allow for better forecasting, performance tracking, and donor engagement analysis, ultimately strengthening fundraising efforts and organizational strategy

**Primary Projects & Learning Opportunities:**

- Commit consistently to a 13-week Fellowship for 40 hours per week (5 days/week, 8 hours/day); meet regularly with supervisor.
- Shadow the Advancement Operations team during the development and implementation of the Data Integrity Project to learn the following:
  - Research, develop, and recommend best practices to support long-term data maintenance efforts, and
  - Learn more about best practices around database and record management.
- Through this Fellowship, the Advancement Operations Fellow will develop skills in:
  - Database Management (record management, data tracking, etc.),
  - Data analysis and reporting, and
  - Gain an understanding of advancement's role within a nonprofit arts organization and how to utilize hard and soft skills to work with colleagues across the organization and within the community.
  - Skills developed in this Fellowship are transferable to many industries.
- Conduct informational interviews across departments within Center Theatre Group to help understand how other departments work in this organization.
- General Institutional Advancement department projects, as needed.

**Requirements and Desired Qualities:** Applicant must be a current graduate student OR Masters graduate who has been out of school for less than one year required. Applicants with experience and familiarity with Microsoft Excel and Airtable is a plus. Applicant must be collaborative and willing to work and communicate with a team. Applicants with an interest in the arts or theatre is a plus. Applicants must have reliable transportation (metro card can be provided).

**Compensation:** Fellowships are either compensated with a stipend or taken for course credit from a college or university. Please indicate your preference on the CTG Internship Application. Please note that Fellows are not being hired by Center Theatre Group; rather, they are participating in an educational program. Parking or a metro card will be provided for all Fellows. This Fellowship does not include medical benefits. The Fellow 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](http://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](mailto:Internships@CTGLA.org))
3. A PDF cover letter (must be emailed to [Internships@CTGLA.org](mailto:Internships@CTGLA.org))

**Applications are due by 5:00pm PT, May 16, 2025, although an intern may be selected prior to that date.**