

<b>INTERNSHIP:</b>	<b>Operations Intern</b>
<b>DEPARTMENT:</b>	Operations & Facilities
<b>SUPERVISOR:</b>	Jasmine Braff, Operations Manager
<b>INTERN SCHEDULE:</b>	June 16 – August 22; 16 hours/wk; <u>Wednesday + 1 additional weekday</u> Orientation: June 13, 2025
<b>TYPE:</b>	In-Person; flexible for hybrid [Wednesdays req'd inperson]
<b>COMPENSATION:</b>	\$2,700 or School Credit
<b>APPLICATION DUE:</b>	5:00pm PT, May 23, 2025

### **Internship Overview:**

The Operations & Facilities Department supports all of Center Theatre Group's facilities – 3 theatres, office space, shop, storage warehouse, and rehearsal spaces. The Operations team's goal is to create efficiencies across the entire organization and take a holistic approach on facilities, room usage, office services, purchasing, logistics and business improvement projects.

This internship will provide hands-on experience in managing the day-to-day operations of this dynamic, bustling non-profit theatre company. The internship will cover many different areas—from facility management software systems to archiving in order to give you broad based understanding of operations.

### **Primary Projects & Learning Opportunities:**

- Commit consistently to a 10-week Internship for 16 hours per week (2 days/week, 8 hours/day); meet regularly with supervisor.
- Learn how to use CTG's Facility Management Express software (FMX), which includes schedule, trucking and maintenance requests, and research how to optimize the full capabilities of the software to maximize work efficiency.
  - Refine current standard operating procedures (SOP).
  - Present updated best practices to Operations & Facilities team.
  - Assist in developing training material of new best practices for partner departments and depending on the interests of the intern, they can present the training to staff.
- Learn how to track space usage for rehearsal rooms and other bookable CTG spaces.
- Conduct informational interviews across departments within Center Theatre Group to help understand how other departments work in this organization.
- General operations department projects, as needed.

**Requirements and Desired Qualities:** Applicant must be a capable undergraduate student with excellent written & oral communication skills. Applicant must be personable, detail-oriented, flexible, able to work independently and to comfortably communicate with a wide range of people from diverse backgrounds in many different settings. Experience with database systems and MS Office a plus. Above all, applicant must have a passion for improving systems, a genuine intellectual curiosity, and a willingness to jump in wherever needed. Applicants who have experience with inventory management is a plus.

**Compensation:** Internship is either compensated with a stipend or taken for course credit from a college or university. Please indicate your preference on the electronic CTG Internship Application. 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. Interns 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 23, 2025, although an intern may be selected prior to that date.**