

INTERNSHIP:	Management Intern
DEPARTMENT:	General Management
SUPERVISOR:	Kiara Bryant, Company Manager
INTERN SCHEDULE:	June 16 – August 22; 16 hours/wk; <u>Wednesday + Thursday</u> Orientation: June 13, 2025
TYPE:	In-Person; flexible for i'll hybrid [Wednesdays req'd inperson]
COMPENSATION:	\$2,700 or School Credit
APPLICATION DUE:	5:00pm PT, May 23, 2025

Internship Overview:

Ever wondered what it would be like to manage a theatre company? This is the Internship for you! The Management Department is responsible for overseeing day-to-day operations and season planning for Center Theatre Group's three venues: The Ahmanson Theatre and Mark Taper Forum in Downtown Los Angeles, and the Kirk Douglas Theatre in Culver City, as well as managing developmental projects for future seasons.

While this Intern will join the Center Theatre Group Management team and explore the full range of theatre management responsibilities at all of CTG's venues, the Management Intern will primarily shadow and understand the role of Company Management within a nonprofit regional theatre. What is Company Management? While Management has a wider focus on the overall production season and how they interface with partner departments, the Company Management team's focus is the experience of the artists and crew on a production. During this internship, the Management Intern will also develop necessary office management and administrative skills by learning about our daily operations, which include invoice payment, data management, and document control. The Management Intern will attend meetings with colleagues, outside producers, and community leaders; observing pre- and post-show duties; interacting with union and non-union employees; and other experiences and opportunities.

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 about CTG's approach to Company Management, General Management and Touring Productions by immersing themselves in CTG's Management team and assisting on projects.
- Research the 2025/26 Season and identify potential training, services, needs, and activities to support the artist and crew experience.
- Learn how to process invoices for payment and other financial skills.
- Conduct informational interviews across departments within Center Theatre Group to help understand how other departments work in this organization.
- General department projects, as needed.

Requirements and Desired Qualities: The Management Internship is open to an upperclassman who is interested in learning more about and pursuing a career within the management team for a regional theatre company. The Intern should be eager to learn and have strong verbal and written communication skills. It's important that the Intern understand that each day in management can be different and unplanned, so an Intern who possesses adaptability and can excel in fast-paced environments is a plus. The Intern must have reliable transportation (metro card can be provided).

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.

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.