

<b>INTERNSHIP:</b>	<b>Education Intern</b>
<b>DEPARTMENT:</b>	Education & Community Partnerships
<b>SUPERVISOR:</b>	Aurora Ilog, Creative Workforce Initiatives Director
<b>INTERN SCHEDULE:</b>	June 16 – August 22; 16 hours/wk; <u>Wednesday + Thursday</u> Orientation: June 13, 2025
<b>TYPE:</b>	In-Person
<b>COMPENSATION:</b>	\$2,700 or School Credit
<b>APPLICATION DUE:</b>	5:00pm PT, May 23, 2025

### **Internship Overview:**

Center Theatre Group's Education & Community Partnership (E&CP) department engages many communities including educators, theatre professionals, students and learners of all ages, and community members. The E&CP team develops curriculum and programs in collaboration and in conversations with the communities we work with, and our methodology includes research and feedback-gathering.

The Education Intern will work with the Creative Workforce Initiatives Director and the Academy for Theatre Leadership team as we plan the 2026 College & Career Fair for the Arts, a free event designed for arts-interested high school students, their parents and guardians, and high school educators to explore higher education options, prepare to transition to college, and learn more about a career in the arts.

The Intern will also become familiar with CTG's Education & Community Partnerships programs by attending and providing event support. Depending on the intern's interests, there are also opportunities to engage in curriculum development, program management and evaluation, and other aspects of theatre education and community programs.

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

- Commit consistently to a 10-week Internship for 16 hours per week; meet regularly with supervisor.
- Learn how to design the goals of a session focused on supporting arts-interested high school students as they discover higher education options and learn more about career pathways in the arts, and collaborate with a Teaching Artist to build curriculum.
- Learn best practices in program design management (designing programs, building timelines, budgeting, implementation, and evaluation).
- Conduct informational interviews across departments within Center Theatre Group to help understand how other departments work in this organization.

### **Requirements and Desired Qualities:**

Applicant must be self-motivated, computer literate, and a strong writer. Applicant must have some interest in education, theatre, workforce development, or social or community work. Experience with Microsoft Office is a plus. Experience working with high school students is a plus. Applicant 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 CTG Internship Application. Parking or a Metro pass 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](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.**