

INTERNSHIP:	Executive Office Fellow
DEPARTMENT:	Executive Office
SUPERVISOR:	Camille Schenkkan, Deputy Managing Director
INTERN SCHEDULE:	June 2 – August 29, 2025; 40 hours/wk
TYPE:	In-Person Tues, Weds, Thurs, 9-5; remote Mon/Fri 9-5
COMPENSATION:	\$8,800 or School credit
APPLICATION DUE:	5:00pm PT, May 16, 2025

Fellowship Overview:

The Executive Office Fellow will shadow and work directly with Center Theatre Group's Deputy Managing Director and Managing Director/CEO, who are responsible for the business side of this large nonprofit organization. This fellow will receive insight into how one of the largest regional theatres in the country operates and functions. As part of the Executive Office team, the fellow will participate in cross-departmental discussions and gain experience and skills in strategic planning, decision making, and project management. They will also be an active participant in initiatives guided by the Executive Office, including employee wellness, organizational systems and staff communication.

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.
- Learn about nonprofit Board leadership by providing support for Board and Board Committee meetings, guided by staff.
- Support a review and assessment of Board governance policies, in collaboration with senior leadership and Board members
- Engage in research projects to support the work of the Executive Office and Managing Director/CEO.

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. Applicant must have some interest in arts leadership, be self-motivated, inherently inquisitive, computer literate, smart and flexible with an interest in or knowledge of theatre. Applicants with a strong interest in not-for-profit arts management are strongly encouraged to apply. Applicants must have reliable transportation (metro card can be provided). Please review the online application instructions for additional requirements.

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.

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 16, 2025, although an intern may be selected prior to that date.