

**INTERNSHIP:** Audience Development & Events Intern  
**DEPARTMENT:** Marketing & Sales  
**SUPERVISOR:** Andressa Royer, Senior Manager of Audience Development & Marketing Events  
**INTERN SCHEDULE:** June 16 – August 22; 40 hours/wk  
Orientation: June 13, 2025  
**TYPE:** Hybrid [at minimum, Wednesdays req'd in-person]  
**COMPENSATION:** \$7,148  
**APPLICATION DUE:** 5:00pm PT, May 23, 2025

**Internship Overview:**

The Audience Development & Events Intern will have the unique opportunity to work within a dynamic arts administration environment. Under the Marketing & Sales Department, they will have the opportunity to collaborate with experts in strategic planning, creative content development, media buying, public relations, grassroots efforts, and event coordination. The intern will actively contribute to discussions, research and offering insights on promotional strategies for various theatre productions.

They will shadow members of the Marketing & Sales team to learn more about the different skills and components that go into planning an event to draw and engage audience members at the theatre. The skills gained in audience development, campaign planning, grassroots marketing, and event coordination are crucial for individuals seeking to grow in the arts administration field.

**Primary Projects & Learning Opportunities:**

- Commit consistently to a 10-week Internship for 40 hours per week; meet regularly with supervisor.
- The Intern's primary project will be to research, design, and implement a special event for one of the shows on our stages this coming summer
- In addition, the Audience Development & Events Intern will have the opportunity to shadow the Senior Manager of Audience Development & Marketing Events:
  - Gaining valuable insight into the creation, organization, and execution of promotional campaigns and special events
  - Learning Audience Loyalty strategies
  - Participate in the creation of an events calendar for the 2025/26 season
- The Intern will actively participate in marketing and inter-departmental meetings, contributing to brainstorming sessions and assisting in drafting campaign plans for upcoming productions and programs.
- Conduct informational interviews across departments within Center Theatre Group to help understand how other departments work in this organization.

**Requirements and Desired Qualities:**

The Audience Development & Events Intern must meet all the qualifications of the [LA County Arts Internship Program](#). The intern must have experience in marketing or planning an event for their school and/or an outside organization (volunteer experiences qualify). A strong interest in working in the arts or nonprofit theatre is a plus.

Applicants must have:

- Excellent written and verbal communication skills.
- Ability to work collaboratively in a team-oriented environment.
- Organizational skills with attention to detail and the ability to multitask.
- Basic proficiency in Microsoft Office Suite.
- Research skills, including the ability to gather, analyze, and present information effectively.
- A proactive attitude, willingness to learn, and flexibility in a fast-paced environment.
- A commitment to anti-racism, equity, diversity, and inclusion.

**Compensation:**

This internship is offered through the Los Angeles County Arts & Culture 2025 Arts Internship Program. All students will be paid \$7,148 (\$17.87/hour) for their 400-hour long internships. Note that students are selected and paid directly by their host organizations, not by the Department of Arts and Culture.

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. 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.**