

Center Theatre Group Internship Program Application



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Center Theatre Group's Internship Program provides workforce training to early-career artists and arts managers. CTG recognizes that helping to prepare, support and train the next generation of theatre leaders is a key strategy to sustain the ongoing health of our organization, our art form and our field.

Please Note

Applications received outside of CTG internship deadlines or without all required elements will not be considered. All internships require a **PDF résumé** and **PDF cover letter** in addition to the application. Some internships require additional materials.

For full instructions for each available internship, please refer to the application deadlines and internship descriptions at CenterTheatreGroup.org/Internships.

APPLICANT INFORMATION

FULL NAME

TITLE OF INTERNSHIP DESIRED

CENTER THEATRE GROUP DEPARTMENT

REQUIREMENTS

The CTG Internship Program is highly competitive, and we are not able to consider applicants who cannot commit to the criteria below. **Please closely review the relevant Internship Description via CenterTheatreGroup.org/Internships to ensure you can fulfill the requirements.** If you have questions, please call us at 213.972.8031 before applying. Note that your answers to these questions cannot be changed if you receive consideration for internships, and providing inaccurate or misleading information below will remove you from consideration.

I understand this internship begins on _____ (date) and ends on _____ (date).

_____ (please initial) I am available for the full date range.
Refer to the Internship Description for the date range.

I am available for all Fridays during the date range indicated above.

_____ (please initial) Yes, I am available every Friday during the internship period.
Interns must attend workshops every Friday, 12pm-2pm, and should be available for the full day 10am-6pm.

I am available the following weekdays, 10am-6pm:

_____ (please initial) Monday Tuesday Wednesday Thursday
*Refer to the Internship Description for required days per week.
Most internships require Fridays + 1-3 additional full days, 10am-6pm.
Applicants who indicate inadequate availability will not be considered.*

_____ (please initial) I have reliable transportation to/from the internship location during the internship period.

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SCHOOL INFORMATION

SCHOOL NAME _____

Enrollment Status Part-Time Full-Time Major

Undergraduate applicants must be currently enrolled at a college, university or technical training institution or have graduated less than one semester before the application due date. Graduate applicants may be either in school or have graduated less than one year before the application due date.

Year in School

- First Year
- Sophomore
- Junior
- Senior
- 5th- Year Senior
- Undergraduate Degree – Out of School Less Than 1 Semester
- Graduate Student (Masters or PhD program)
- Graduate Degree – Out of School Less Than 1 Year
- Not enrolled in college (Please contact us at 213.972.8031 before applying)

Current G.P.A. _____ Graduation Date _____

All CTG interns must receive either school credit or a stipend. Please indicate which you would prefer:

Stipend School credit

Have you applied to CTG before for either an internship or an employment position?

Yes No

If so, when? _____ For what position(s)? _____

Are you 18 years of age or older? (Interns must be 18+)

Yes No

If selected, can you present evidence of your US citizenship or proof of your legal right to live and work in the United States? (Proof required by law)

Yes No

Will you be able to perform the essential functions for the internship you are applying for with or without reasonable accommodations?

Yes No

If no, describe the internship functions that cannot be performed _____

NOTE: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employers to perform essential functions. Intern may be subject to passing a medical examination and/or to skill and agility tests.

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Instructions for answering the following question regarding your criminal record history:

All applicants: Do not respond "yes" to the following question for arrests or detentions that did not result in conviction; referrals to, and participation in, any pretrial or post-trial diversion program; marijuana-related convictions more than two years old; convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; convictions that occurred more than ten (10) years ago; misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; and first convictions for misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, or disturbances of the peace or misdemeanor convictions where five (5) or more years have elapsed between the application date and the date of conviction or completion of incarceration, whichever is later.

Have you been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon or act of dishonesty for which the record has not been sealed or expunged?

Yes No

If yes, what was the offense? _____

Date and place of conviction _____

NOTE: Conviction record will not necessarily be a bar to participation. Factors such as age at the time of the offense, type of offense and relevance to the internship for which you are applying, seriousness and nature of offense and rehabilitation will all be taken into account.

The following questions are optional. Center Theatre Group is committed to supporting the career development of diverse individuals. The information below will only be used for tracking demographic information for applicants and interns.

Sex/Gender Identification: _____

Individual with Disabilities (please check if applicable)

Defined as a person who: has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), has a record of such impairment(s), or is regarded as having such impairment(s).

Race / Ethnic Heritage (please check one)

- Asian
- Black or African American
- Hispanic or Latino
- Native American or Alaska Native
- Native Hawaiian or Other Pacific Islander
- White
- Two or More Races
- Decline to State

How did you hear about the CTG Internship Program? (please check all that apply)

- From a Professor
- College/University Email
- Campus Presentation
- Google or online search
- School career website
- Other (please specify) _____

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AGREEMENT OF APPLICANT CERTIFICATION, AUTHORIZATIONS AND UNDERSTANDING OF INTERNSHIP RELATIONSHIP

_____ (please initial) I certify that the above information is true and correct and I have not withheld any information that might adversely affect my chances for an internship and that my answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application.

_____ (please initial) I understand that the intern selection process will be terminated, or in the event of my internship at CTG, I shall be subject to dismissal, if any information that I have given in this application, in any résumé or interview or any part of the selection process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

_____ (please initial) I authorize CTG to inquire into my educational, professional and past history references as needed to research my qualifications for this internship. I hereby give my consent to any former employers or educational institutions to provide employment-related or educational-related information about me to CTG and will hold CTG and my former employers and former educational institutions harmless from any claim made on the basis that such information about me was provided or that any internship decision was made on the basis of such information.

_____ (please initial) I understand that nothing in this internship application, the granting of an interview or my subsequent internship with CTG is intended to create a contract between myself and CTG under which my internship could be terminated only for cause. On the contrary, I understand and agree that, if selected for an internship, my internship will be terminable at will and may be terminated by CTG or me at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

APPLICANT MAILING ADDRESS (DURING INTERNSHIP PERIOD)

CONTACT PHONE

E-MAIL ADDRESS

The information contained in this application, including all attachments, is true and accurate to the best of my knowledge. I certify that I meet all eligibility requirements for this internship.

Typed/Printed Name of Applicant _____

Signature of Applicant (Electronic Signature Accepted) _____ Date _____

Please return this form along with all supplementary materials by the date indicated on the internship position description to:

Kimberly Welch
Internships@CenterTheatreGroup.org
(Email preferred)

Questions?
Contact Kimberly Welch at
Internships@CenterTheatreGroup.org
or 213.972.8031.

OR mail to
Center Theatre Group
Education and Community Partnerships
Internship Program
601 W. Temple Street
Los Angeles, CA 90012

