

<b>INTERNSHIP:</b>	<b>Digital Learning Intern</b>
<b>DEPARTMENT:</b>	Education & Community Partnerships Department
<b>SUPERVISOR:</b>	Courtney Clark, Digital Learning Manager
<b>INTERN SCHEDULE:</b>	June 5 – August 11; 40 hours/wk Orientation: May 30, 2023
<b>TYPE:</b>	In-Person; flexible for hybrid [at minimum, Tuesdays req'd inperson]
<b>COMPENSATION:</b>	\$6,760
<b>APPLICATION DUE:</b>	5:00pm PT, May 12, 2023

### Internship Overview:

As part of the Education & Community Partnerships team, The Digital Learning Intern will be focused on supporting the research and development of the Education & Community Partnerships Digital Library Project. The intern will gain knowledge and skills in how arts education can intersect with and utilize social media, digital platforms, and technology, while working within one of the nation's largest nonprofit theatre companies. This internship is for those interested in arts education and working in the digital realm.

### Primary Projects & Learning Opportunities:

- Commit consistently to a 10-week Internship for 40 hours per week (5 days/week, 8 hours/day); meet regularly with supervisor.
- Support the research and development of the Education & Community Partnerships Digital Library Project; this project will have a key focus on User Experience and User Interface Design (UX & UI) to organize the Education & Community Partnerships department online content and design a digital library that will house the online resources.
- Work with the Digital Learning Manager in the organization and upload the department's data into Tessitura, our database management system that is used by many performing arts and arts organizations globally.
- Through this internship, the Digital Learning Intern will:
  - Understand the hard and soft skills necessary to enter a career in live theatre, in a variety of career pathways
  - Learn best practices in User Experience and User Interface design and how it can be applied to education and community-based curriculum
  - Gain skills in project design and implementation, time management, collaboration, and program analysis.
- Actively participate in Education & Community Partnerships and inter-departmental meetings.
- Conduct informational interviews across departments within Center Theatre Group to help understand how other departments work in this organization.
- General Education & Community Partnership department projects, as needed.

### Requirements and Desired Qualities:

Ideal applicants would have an interest in arts education, digital platforms, and/or social media. Interest in nonprofit arts and theatre is a plus. Applicants must have reliable transportation (a metro card can be provided). This internship has additional eligibility requirements provided by the Los Angeles County Arts & Culture Internship Program. Before applying, please review this information [here](#).

**Compensation:**

This internship is offered through the Los Angeles County Arts & Culture 2023 Arts Internship Program. All students will be paid \$6,760 (\$16.90/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:**

Applicants must submit the following as attachments in an email:

1. Standard CTG Internship Application, available via [www.CenterTheatreGroup.org/Internships](http://www.CenterTheatreGroup.org/Internships).
2. A PDF resume demonstrating relevant experience (**not** a performance resume) and
3. A tailored PDF cover letter that clearly states their career objective and how this internship would support their goals (A strong cover letter will outline an applicant's interest in this specific internship, at Center Theatre Group, and will demonstrate that the applicant has researched the organization and the activities of the Education & Community Partnerships Department). Form letters will not be considered.

Submit complete applications to [Internships@CTGLA.org](mailto:Internships@CTGLA.org) and include your name and the name of the fellowship you are applying for in the subject line (*example: Jane Doe – CTG Social Media Internship Application*).

**Applications are due by 5:00pm on Friday, May 12, 2023, although an intern may be selected prior to that date.**