

INTERNSHIP:	Theatre Archival Intern
DEPARTMENT:	Marketing
SUPERVISOR:	Devany Harden, Manager, CRM & Email Marketing
INTERN SCHEDULE:	June 3 – August 9; 40 hours/wk; Wednesday is required in person Orientation: May 30, 2024
TYPE:	Hybrid, in-office & remote schedule determine b/w intern and supervisor
COMPENSATION:	\$6,912, see more information below.
APPLICATION DUE:	5:00pm PT, May 3, 2024

Internship Overview:

Center Theatre Group has been producing and presenting theatre in Los Angeles for more than 50 years. Our work includes groundbreaking premieres, including the World Premieres of Tony Kushner's *Angels in America*, Anna Deavere Smith's *Twilight: Los Angeles, 1992*, and Luis Valdez' *Zoot Suit*, as well as seminal productions of August Wilson's Century Cycle plays. For more information about our history, please review CTGLA.org/about/timeline.

We are seeking a Theatre Archival Intern to work closely with several departments to continue the work of previous Archival Interns, focused on preserving and organizing the rich theatre history currently housed within CTG spaces. Working closely with representatives from the Marketing and Communications teams, as well as Executive and Artistic offices, the Theatre Archival Intern will be tasked with developing a process for organizing and launching a Digital Asset Management (DAM) system. This system will house photos and videos from Center Theatre Group shows, events, and other notable press moments and will be taggable, categorized and easily accessible to various staff across the company. The Theatre Archival Intern will work with internal and external partners to develop a taxonomy for organizing these critical assets. The intern may also look into other AI tools to enable ongoing, automated organization. Depending on the Intern's interests and skillset, they may choose to blog or otherwise document their experience of working through CTG's archive.

Primary Projects & Learning Objectives:

- Commit consistently to a 10-week Internship for 40 hours per week; meet regularly with supervisor.
- Develop a process for organizing and launching a Digital Asset Management (DAM) system that will house photos and videos from Center Theatre Group shows, events, and other notable press moments and will be taggable, categorized and easily accessible to various staff across the company.
- Work with internal and external partners to develop a taxonomy for organizing these critical assets.
- Through this internship, the Theatre Archival Intern will:
 - Gain a deeper understanding of archival best practices within an arts organization, and an awareness of the historical significance of a theatre's creative assets
 - Understand how to work across multiple departments and collaborate with a variety of individuals on a large, ongoing project

- Gain an understanding of digital assets and their use and application in supporting the marketing functions of an arts organization
- Understand how to create best practices and policies that will live on beyond their internship and be a resource for the theatre's staff
- Develop working knowledge of careers in live theatre by working closely with not only supervisors, but also the larger staff and artists
- Conduct informational interviews across departments within Center Theatre Group to help understand how other departments work in this organization.

Requirements and Desired Qualities:

The Theatre Archival Intern must be an undergraduate upperclassman (junior or senior) with a strong interest in dramaturgy, and/or theatre history, with experience in data organization, project management, collections, curation, library sciences, or related areas. We will consider lowerclassmen (freshman or sophomore) who can make a strong case as to how this internship aligns with their career goals. Experience in creative writing and/or journalism is a plus. **APPLICANTS MUST HAVE RELIABLE TRANSPORTATION** (can be Metro, etc.). 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 \$6,912 (\$17.28/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
2. PDF resume demonstrating relevant experience (**not** a performance resume)
3. PDF cover letter addressing why you are interested in this internship, what you hope to learn, and why you think you would be a strong candidate for this particular internship. Form letters will not be considered.

Submit complete applications to 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 May 3, 2024, although an Intern may be selected prior to that time.