

<b>INTERNSHIP:</b>	<b>Education Data Analysis Intern</b>
<b>DEPARTMENT:</b>	Education & Community Partnerships Department
<b>SUPERVISOR:</b>	Aurora Ilog, Creative Workforce Initiatives Director
<b>INTERN SCHEDULE:</b>	June 3– August 9; 16 hours/wk; <u>Tuesday + Wednesday</u> Orientation: May 30, 2024
<b>TYPE:</b>	In-Person
<b>COMPENSATION:</b>	\$2,700 or School Stipend
<b>APPLICATION DUE:</b>	5:00pm PT, May 3, 2024

### **Internship Overview:**

Center Theatre Group's Education & Community Partnership (E&CP) department engages many communities including educators, theatre professionals, students and learners of all ages, and community members. The E&CP team develops curriculum and programs in collaboration and in conversations with the communities we work with, and an example of our methodology includes research and feedback-gathering.

The Education Data Analysis Intern will work with the Creative Workforce Initiatives Director and the Arts Education Initiatives Director to analyze the data from two surveys.

- With the Arts Education Initiatives Director, the survey will measure the current and ongoing needs of local theatre educators, from K-12 to higher education. The Intern's culmination project will be to create an executive report analyzing the data and present key findings and recommendations to staff.
- With the Creative Workforce Initiatives Director, the survey will measure the rippling impact of the pandemic on early-career theatre professionals. Building on the Southern California Theatre Alumni Survey in 2018 and 2020, this report will learn from the experiences and needs of recent graduates and early career professionals in the field as they are navigating this post-pandemic industry. The Intern's culmination project will be to create an executive report analyzing the data and present the findings to staff and outside partners.

The Intern will also become familiar with CTG's Education & Community Partnerships programs by attending and providing event support. Depending on the intern's interests, there are also opportunities to engage in curriculum development, program management and evaluation, and other aspects of theatre education and community programs.

### **Primary Projects & Learning Objectives:**

- Commit consistently to a 10-week Internship for 16 hours per week; meet regularly with supervisor.
- Research and learn different methods to analyze and present collected survey data related to CTG Education & Community Partnerships programming.
- Analyzing the data and creating an executive report.
- Learn best practices in public speaking and presenting.
- Conduct informational interviews across departments within Center Theatre Group to help understand how other departments work in this organization.

**Requirements and Desired Qualities:**

Applicant must be self-motivated, computer literate, and a strong writer with some experience with data analysis and/or evaluation. Applicant must have some interest in education, theatre, social or community work, and/or data analysis. Please review the online application instructions and the CTG Internship Application PDF for additional requirements. **APPLICANT MUST HAVE RELIABLE TRANSPORTATION.**

**Compensation:**

Internship is either compensated with a stipend or taken for course credit from a college or university. Please indicate your preference on the CTG Internship Application. Parking or a Metro pass 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. 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](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 May 3, 2024, although an Intern may be selected prior to that time.**