

INTERNSHIP:	Executive Office Fellow
DEPARTMENT:	Executive Office
SUPERVISOR:	Camille Schenkkan, Deputy Managing Director
INTERN SCHEDULE:	May 20 – August 16; 40 hours/wk
TYPE:	In-Person; flexible for hybrid [Tues, Weds, Thurs req'd in-person]
COMPENSATION:	\$8,800 or School credit
APPLICATION DUE:	5:00pm PST, April 26, 2024

Fellowship Overview:

The Executive Office Fellow will shadow and work directly with Center Theatre Group's Deputy Managing Director and Managing Director/CEO, who are responsible for the business side of this large nonprofit organization. This fellow will receive insight into how one of the largest regional theatres in the country operates and functions. As part of the Executive Office team, the fellow will participate in cross-departmental discussions and gain experience and skills in strategic planning, decision making, and project management. They will also be an active participant in initiatives guided by the Executive Office, including employee wellness, organizational systems and staff communication.

Primary Projects & Learning Opportunities:

- Commit consistently to a 13-week fellowship for 40 hours per week (5 days/week, 8 hours/day); meet regularly with supervisor.
- Learn about nonprofit Board leadership by providing support for Board and Board Committee meetings, guided by staff.
- Support a review and assessment of Board governance policies, in collaboration with senior leadership and Board members.
- Engage in research projects to support the work of the Executive Office and Managing Director/CEO.

Requirements and Desired Qualities:

Applicant must be a current graduate student OR Masters graduate who has been out of school for less than one year required. Applicant must have some interest in arts leadership, be self-motivated, inherently inquisitive, computer literate, smart and flexible with an interest in or knowledge of theatre. Applicants with a strong interest in non-profit arts management are strongly encouraged to apply. Applicants must have reliable transportation (metro card can be provided). Please review the online application instructions and the CTG Internship Application PDF for additional requirements.

Compensation:

Fellowships are either compensated with a stipend or taken for course credit from a college or university. Please indicate your preference on the CTG Internship Application. Please note that Fellows are not being hired by Center Theatre Group; rather, they are participating in an educational program. Parking or a metro card will be provided for all Fellows. This Fellowship does not include medical benefits. The Fellow 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 April 26, 2024, although a Fellow may be selected prior to that time.