



Production and Education Internship Opening

Hours:	40 hours/week
Compensation:	\$13.25 an hour
Application Deadline:	April 13, 2018
Dates of Internship:	June 4 – August 10, 2018 (Flexible start date)

Eligibility: Internship positions are open to currently enrolled undergraduate college students who are currently enrolled as undergraduates, including students enrolled in associate's degree (community college) programs. Candidate must reside or attend college in Los Angeles County. Candidate must have completed at least one semester of college by June 1, 2018 or will complete their undergraduate degree between May 1- September 1, 2018. Intern must also be able to legally work within the United States.

Position Summary: The Production and Education Intern works hands-on with students, staff and administration to support the Summer Camp Production. They will be trained and supported then given responsibilities within the classroom, working directly with children. The internship will be carried out in three phases.

Phase 1 Coordinating and Planning

- Interact with parents over the phone, by email, and in person
- Learn and apply proper procedures and systems of the enrollment process
- Assist the administrative staff in signing students up for the Summer Production and Camp
- Learn and apply key aspects to working within schools and with minors
- Use emergency forms, medical release forms, and paperwork related to general liability of children
- Train in the basics of classroom management and supervising children in a classroom setting

Phase 2 Rehearsals and Production

Intern will report to the Torrance school campus on a daily basis. This will be the work site for all of phase 2. Intern will set up and prepare the opening of camp with the Camp Coordinator alongside the teaching staff. He or she will act as a responsible staff member working under the supervision of the Camp Coordinator and secondly to the Production Director.

During this phase the intern will learn and carry out protocol of technical theatre and theatre education.

Duties such as:

- Assigning and pulling costumes
- Plan and prepare student and teacher orientation day with Coordinator
- Collecting scenery supplies
- Setting up rehearsal spaces will happen and progress
- Reporting on the status of the production
- Supporting and supervising students (once trained) with the Director

Intern will be part of the team responsible for student safety, well-being, and the enjoyment of camp. He or she will assist with the communication and liaison with administrative office, students and parents.

Phase 3 Produce Show

The intern will be responsible for one area of stagecraft such as lighting, costumes, or stage management for the show. Following the production he or she will work with students and staff to strike, close down, return supplies, and evaluate the production. Intern is eligible to be given full responsibility for conducting and producing the Summer Music and Dance Recital.

Internship Skills, Knowledge or Other Requirements:

The Intern must have basic knowledge of theater production and have a high interest in learning all aspects of a youth theatre production. The intern must be able to serve as producer and stage manager to a professional director/choreographer and music director. The intern should be knowledgeable in basic Microsoft Word, Excel, and Google Drive. A successful intern will have a passion and energy to work with a full staff and children each day.

How to Apply to Internship:

Students can apply to the internship at artsalivela.org/internship. Candidate will be required to send a resume, cover letter and two references. If student does not have access to website, these materials may also be emailed to info@artsalivela.org or brought to our Redondo Beach office. Select resumes will follow to schedule an interview.



This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. 179 undergraduate interns will participate in the program this year at 127 performing, presenting, and literary nonprofit arts organizations and municipal arts agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in educational events as part of the program, which is funded by the Getty Foundation. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at <https://www.lacountyarts.org/opportunities/arts-internship-program-students/about-arts-internship-program-students>