

**2007 LOS ANGELES COUNTY ARTS INTERNSHIP PROGRAM – POSITIONS AVAILABLE**

[ For a specific search, please use the online database located at: <http://lacountyarts.org/internship.html>. Filled internships are listed in **BOLD/RED TEXT**]

<b>ORGANIZATION</b>	<b>ORGANIZATION DESCRIPTION</b>	<b>POSITION DESCRIPTION</b>	<b>SKILLS REQUIRED</b>	<b>CONTACT INFORMATION</b>
<b>24th Street Theatre</b>	24th Street Theatre is a highly respected nonprofit performing arts organization dedicated to providing free, professional and thought-provoking arts programming to underserved youth and families in the West Adams District of Los Angeles. From its innovative Saturday Explorer Series to its after-school arts education programs, 24th Street Theatre fills a profound void in arts services available in the community.	<b>Marketing Intern</b> 24th Street Theatre's Marketing Intern will assist in redeveloping 24th Street's website and marketing plan. Intern will also be actively involved in day to day arts administration.	Must have knowledge of web design and basic understanding of branding and marketing strategies. Must be an excellent communicator. Must be a team player. Basic computer software knowledge needed (Word, Excel, Fireworks). Must be able to multi-task. Spanish speaking is a plus.	Ms. Jarrett Smith Development Director 1117 West 24th Street Los Angeles, CA 90007 Tel: 213-745-6516 Fax: 213-763-0675 E-mail: devssi@msn.com Web: www.24thstreet.org
<b>A Noise Within</b>	A Noise Within is a professional classical repertory theatre company that produces a minimum of seven full-length plays each season, offers outreach and educational programming to the community at large, and tours throughout California and beyond. A Noise Within is one of only a handful of theatres in the nation performing in rotating repertory with an ensemble of resident artists. One of the most acclaimed mid-sized theatres in the Los Angeles area, the company's work has been whole-heartedly embraced by audiences and has been particularly appreciated by students and teachers.	<b>Education &amp; Marketing Intern</b> The Education & Marketing Intern will prepare for the coming season of student programming by researching and organizing data related to teachers and schools, initiating contact with those teachers and schools and researching information on plays, playwrights and educational practices to be used for future standards-based study guides. The intern will also be involved in preparing our marketing campaign for the 2007-2008 season.	The ideal internship candidate will be working toward or have achieved a major in education, fine arts and/or English, or marketing and will possess a desire to work in the arts, will have proficiency in Excel and Word and the ability to carry out minimally directed research.	Ms. Dawn Kellog Education Director 234 S Brand Blvd. Glendale, CA 91204 Tel: 818-265-7961 Fax: 818-240-0826 E-mail: education@anoisewithin.org Web: www.anoisewithin.org

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<p><b>Actors' Gang</b></p>	<p>The Actors' Gang provides theater that is affordable, accessible and embraces the concerns of its audience. We create bold, original works and reinterpret the classics to address society and the human condition from an uncompromising and fresh perspective. Our mission is to present new, unconventional and uncompromising plays, to present relevant and dynamic interpretations of the classics, to restore the ancient sense of the stage as a shared sacred space, and to introduce the theater to student audiences.</p>	<p><b>Production Intern</b>                      The production intern will assist the Production Manager plan a production budget and timeline for our summer and fall season as well as for the second annual summer Children's Theatre Initiative in the park. The duties and activities encompass all technical areas of the theatre including: stage management, scenery, lighting, sound, costumes, props, general theatre maintenance, and set construction. Intern will also assist with rental clients and all aspects of facilities management.</p> <p><b>Development Intern</b>                      The development intern will work in all areas of fundraising. Specific duties will include: special event planning, donor cultivation, foundation and corporate grant writing, corporate sponsorship preparation, and donor appreciation events. The intern will be trained on Choice Ticketing systems, an integrated data base system of box office and donor management.</p>	<p>The prospective intern should have an interest in the backstage work of a theater as well as knowledge and passion for the performing arts. The intern must be a team player who is willing to assist where help is needed. An independent self-starter with a sense of humor is needed, one who can understand and anticipate the needs of an active, vital producing theatre company. Dependability and punctuality are mandatory.</p> <p>The prospective intern should have good written and verbal communication skills, including strong organizational and time management skills. A good team player is required, one who is willing to assist wherever help is needed. The intern must be dependable and punctual, with a sense of humor and passion for and knowledge of the performing arts and live theatre in particular. Computer skills required (MS Word, Excel); graphic design skills a plus.</p>	<p>Mr. Joel Kimmel                      Director of Development                      9070 Venice Blvd.                      Culver City, CA 90232                      Tel: 310-838-4264                      Fax: 310-838-4263                      E-mail: <a href="mailto:joel@theactorsgang.com">joel@theactorsgang.com</a>                      Web: <a href="http://www.theactorsgang.com">www.theactorsgang.com</a></p>

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<p><b>Alex Regional Theatre Board</b></p>	<p>Originally a vaudeville and silent film venue, the Alex Theatre first opened on September 4, 1925. In 1992, The City of Glendale purchased and rehabilitated the theatre to serve as a performing arts center as well as a cultural and community resource. The Alex Theatre hosts diverse resident companies including the Los Angeles Chamber Orchestra, Alex Film Society, Gay Men’s Chorus of Los Angeles, Musical Theatre Guild, Glendale Symphony Orchestra, and Glendale Youth Orchestra. The Alex offers free and low-cost arts programming, master classes, and in-school programs to the community.</p> <p>Glendale Youth Orchestra is a symphonic orchestra serving students mostly from grades 6 to 12 in the city of Glendale, Burbank, Santa Clarita, San Gabriel Valley, San fernando Valley, and more. It provides qualified young musicians an environment in which to explore, comprehend, appreciate, and develop lasting interest in performing classical music in a high quality orchestra setting. The GYO accepts every qualified student regardless of his/her parents ability to pay the full tuition. GYO season is from September to June in which it performs three concerts at the Alex.</p>	<p><b>Events and Box Office Intern</b> The Events and Box Office Intern will work with the Marketing and Box Office staff of the Alex Theatre to evaluate and make recommendations on Box Office solutions, assist in developing important manuals for customer service and rental procedures and assist with researching and compiling information on competitive Theatre's as well as the organization's Annual Report.</p> <p><b>Glendale Youth Orchestra/Alex Theatre Project Intern</b> The intern will assist the Orchestra Manager with: updating the GYO web site; building and/or updating of databases such as GYO membership; developing marketing material - flyers and posters, press releases, and correspondence with donors and foundations; writing grant applications; preparation for GYO next season - correspondence with music teachers, handling applications, maintaining applicants list, scheduling auditions, corresponding with candidates; preparing and mailing audition excerpts for applicants; preparing music material for the first concert.</p>	<p>Candidates for this internship should be familiar with Microsoft Word. He/she will be expected to be comfortable using the internet for research assignments. A pleasant phone manner is also important for this position.</p> <p>Must have a reliable car in good working condition.</p> <p>Computer skills: Excel, Word, Frontpage, Powerpoint. Must have excellent communication skills, both spoken and written. Web site and database management experience a plus. Good organizational skills with attention to detail. A love of classical music is helpful, but not essential.</p>	<p>Ms. Elissa Glickman Dir. of Marketing &amp; Resource Development 216 North Brand Boulevard Glendale, CA 91203-2610 Tel: 818-243-2611 x14 Fax: 818-241-2089 E-mail: <a href="mailto:eglickman@alextheatre.org">eglickman@alextheatre.org</a> Web: <a href="http://www.alextheatre.org">www.alextheatre.org</a></p>

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<b>American Film Institute</b>	AFI is a national institute providing leadership in screen education and the recognition and celebration of excellence in the art of film, television and digital media. AFI's Directing Workshop for Women is dedicated to increasing the number of women working professionally as film and television directors by providing them with the education and resources necessary to take their first step toward career advancement by directing a short film.	<b>Administrative and Production Assistant</b> Intern will be assigned to a specific DWW production for a portion of the length of the internship to further intern's experience in specific production duties. Intern will also assist in providing clerical and administrative support to the Executive Vice Dean's office and the education department, including filing, copying and answering phones.	Intern must have excellent organizational and communication skills, a driver's license, car and excellent driving record. Strong interest in film, TV and other forms of the moving image necessary. Macintosh experience, and Word, Excel and Filemaker Pro proficiency required. Candidates should submit resumes as attached Word documents in an email or via fax. Resumes should be named "intern's name.doc" in emailed submissions.	Ms. Nichol Simmons Director, National Workshops 2021 N Western Ave Los Angeles, CA 90027 Tel: 323-856-7723 Fax: 323-856-7778 E-mail: nsimmons@afi.com Web: www.afi.com

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<p><b>American Youth Symphony</b></p>	<p>Now in its 42nd season, The American Youth Symphony (AYS) provides vital symphonic orchestral training and important performance opportunities for exceptionally talented young instrumentalists from ages 15-27. AYS also serves the community through admission free concerts and a Music Education Outreach program that provides free after-school violin lessons and concerts to local schools. The violin program, called String Project, is also involved in a Summer Music Program.</p>	<p><b>Music Education/Outreach</b>                      Help 10,000 kids from 33 elementary schools! Plan production for school concerts. Work with a professional outreach consultant while preparing development materials and music program for music teachers. Create newsletters for school administrators, teachers and parents. Learn the ins and outs of grant writing while working with a professional grant writer.</p> <p><b>Orchestra Management/ Patron Relations</b>                      Develop a membership benefits program thereby adding value to the membership and increasing funding for our 2007-2008 season! Begin production of our annual Gala, including invitation and program cover designs. Design and implement a new library system (@ UCLA). Learn the ins and outs of grant writing while working with a professional grant writer. Sell season book ads on the phone.</p>	<p>Applicants should have experience with educational programs or teaching. They should possess strong oral, written, analytical, organizational and computer skills - specifically FileMaker and Excel. English/Spanish Bilingual is strongly encouraged, but not entirely necessary. They must have an ability to multi-task, work independently as well as with others, meet deadlines, and possess good communication skills.</p> <p>Applicants should possess strong oral, written, analytical, organizational and computer skills. They must have an ability to multi-task, work independently as well as with others, meet deadlines, and possess good communication skills.</p>	<p>Ms. Myka Miller                      Program Director                      223 Santa Monica Place                      Santa Monica, CA 90401                      Tel: 310-451-3400                      Fax: 310-451-3430                      E-mail:  <a href="mailto:myka.miller@aysymphony.org">myka.miller@aysymphony.org</a>                      Web:  <a href="http://www.AYSymphony.org">http://www.AYSymphony.org</a></p> <p>Ms. Natalia Staneva                      Associate Managing Director                      223 Santa Monica Place                      Santa Monica, CA 90401                      Tel: 310-451-3400                      Fax: 310-451-3430                      E-mail:  <a href="mailto:natalia.staneva@aysymphony.org">natalia.staneva@aysymphony.org</a>                      Web:  <a href="http://www.AYSymphony.org">http://www.AYSymphony.org</a></p>

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<b>Antaeus Company</b>	The Antaeus Company is a Classical Theater Ensemble of over 100 professional actors, directors and designers that began as a project of the Mark Taper Forum. Now based in the Noho Arts District, Antaeus is dedicated to the rediscovery and revival of classical works in dynamic adaptations and translations. We also offer a training program for young professional actors in classical theater via our Antaeus Academy, as well as providing outreach to the community.	<b>Management Associate</b> Antaeus Company provides the opportunity to work with an accomplished, highly motivated company of artists and administrators as well as providing insight into the inner workings of a professional nonprofit arts organization, participating in the day-to-day operations of marketing, promotion, fund-raising, box-office management, rehearsal and production support. The intern will gain a variety of professional contacts and skill-building experiences.	Proficiency in Word, Excel, FileMaker Pro and QuickBooks is a plus. Experience with graphics software (Photoshop or Illustrator) or web software (DreamWeaver) a plus. Good people skills, resourcefulness, patience, love of classic theatre, and lots of energy and a personable attitude for working with both "name" actors and younger actors in training.	Mr. John Apicella Co-Artistic Director 4916 Vineland Avenue North Hollywood, CA 91601 Tel: 818-506-5436 Fax: 818-506-8479 E-mail: antaeuscompany@sbcglobal.net Web: www.Antaeus.org
<b>Arts Council for Long Beach (Public Corporation for the Arts)</b>	The Arts Council for Long Beach fosters excellence in the creation and presentation of arts and cultural endeavors by supporting arts and cultural organizations and individual artists. The Arts Council provides access for families, children, and the community to a broad spectrum of creative expressions and cultural experiences by building strategic partnerships and programs that weave arts and culture into the fabric of our community. The Arts Council administers four major programs: education, grants and training, marketing, and public art.	<b>Arts Learning Department Intern</b> The Arts Learning Department Intern will be responsible for developing a completed student workbook and teacher's manual for the department's public art education program. Project details include taking current draft versions to completion by gathering missing research, materials and images, formatting the "look" of the guide and providing input and direction for final layout and production. Additionally, the intern will be exposed to other essential responsibilities of the Arts Learning department by serving as an associate to the department's director.	Working knowledge of Microsoft Word, Publisher, Powerpoint and Excel; excellent organizational skills; visual/artistic understanding of layout, design and graphics; an ability to conduct research on and off site; an ability to work independently, take direction easily and have excellent communication skills; be willing to take the lead on particular projects and report progress to the director.	Ms. Emiko Ono Director of Grants 110 W. Ocean Blvd, Suite 20 Long Beach, CA 90802 Tel: 562-432-5100 x236 Fax: 562-432-5175 E-mail: emiko@artslb.org Web: www.artslb.org

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<b>Arts for LA</b>	Arts for LA is a nonprofit arts advocacy organization committed to increasing support – in all forms – for the arts and cultural life of Los Angeles. Now in its twelfth year, Arts for LA brings together a broad spectrum of arts and policy leaders to focus on local, regional, state and federal issues that affect the arts.	<b>Community Outreach Intern</b> The Community Outreach Intern will work closely with the Managing Director to implement a survey project and outreach campaign for affiliate arts organizations, independent artists and arts patrons throughout the region. Duties include, data-entry, graphic design, telephone follow up and volunteer coordination. Attendance to selective cultural and civic events will also be required. Must have reliable transportation and be able to work some nights and weekends.	Must love the arts, have an interest in public policy and posses a strong desire to foster a healthy arts community. In addition, excellent verbal and written communication skills, familiarity with both Mac and Pc computer platforms and proficient in MS Word, Excel & PowerPoint programs a must. Knowledge of Adobe Suite programs (Photoshop, Illustrator and PageMaker) a plus. The ideal candidate will be outgoing, energetic and a fresh thinker. Knowledge of Html, Web 2.0 & social networking sites a plus.	Ms. Danielle Brazell Managing Director PO Box 712516 Los Angeles, CA 90071-5716 Tel: 323-698-7154 Fax: 213-687-2191 E-mail: <a href="mailto:dbrazell@artsforla.org">dbrazell@artsforla.org</a> Web: <a href="http://www.artsforla.org">www.artsforla.org</a>
<b>Assn. for the Advancement of Filipino American Arts&amp;Culture</b>	The Association for the Advancement of Filipino American Arts & Culture, Inc., also known as FilAm ARTS, is a multi-disciplinary community arts organization whose mission is to advance the understanding of the arts and rich cultural heritage of Filipinos in the United States through presentation, education and arts services. One of our main programs is the Festival of Philippine Arts & Culture, which is a unique community-based event that has brought the Southern California community together through the arts and cultural traditions of the Philippines for 16 years.	<b>Festival Director Assistant</b> The Festival Director Assistant is an important position responsible for supporting the overall operations of the festival, including production logistics, marketing, team coordination and program wrap up. Intern will work with the Festival Director and Festival Builder committee in all aspects of special event production while actively collaborating with community organizations, government officials, vendors, businesses, artists and volunteers for Festival production.	The Festival Director Assistant should be a self-motivated, highly focused, team oriented person with event planning experience preferred. An interest in the arts and community building preferred but not required. Intern is expected to take an active role in understanding and supporting all aspects of the organization in order to better inform and supplement their experience.	Mrs. Vanessa Vela-Lovelace Administratrative Director 607 N Vermont Ave Los Angeles, CA 90004 Tel: 323-913-4663 Fax: 323-644-6251 E-mail: <a href="mailto:vvela@filamarts.org">vvela@filamarts.org</a> Web: <a href="http://www.FilAmARTS.org">www.FilAmARTS.org</a>

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<b>Bethune Theatredanse</b>	Our mission is to pioneer productions of movement theatre rooted in classical dance, blending digital media with live performance and ability with disability. Utilizing the transforming power of art, our educational program Infinite Dreams transcends the perceived limitations of disabled children, youth and young adults. Company productions fuse the disciplined grace of ballet with the dynamic style of modern dance using adaptations of literature, film, television screenplays and art works as story lines and incorporating the technological wizardry available to us through our close ties with the ent. industry.	<b>Company Archivist Intern</b> The Archivist Internship at Bethune Theatredanse offers a special summer learning experience for the qualified individual looking to apply their skills and knowledge in file management and library science. The qualified individual will contribute greatly to Bethune Theatredanse ever expanding and multi-media based archive which spans over 25 years of continued service, instruction and live performances in Los Angeles.	Applicants will possess: (a) documented knowledge and experience in the application of office file management and library science in a field setting; and (b) documented skills and knowledge in the application of multi-task based internet and software applications, and research skills and writing abilities in proportion to their level of education. As the individual will have access to proprietary information, the Archivist Intern will complete a security check and sign an agreement. A demonstrated and acceptable level of interpersonal communication skills working with artists in a time pressured environment is required. A minimal level of study in dance, other performing or visual art form is preferred but is not required.	Ms. Zina Bethune Artistic/Executive Director 3342 Barham Blvd. Los Angeles, CA 90068 Tel: 323-874-0481 Fax: 323-851-2078 E-mail: zina@bethunedance.org Web: www.bethunedance.org
<b>Blank Theatre Company</b>	The Blank Theatre Company is an artist-run theatre production company dedicated to producing premieres and "reinventions" of previously produced materials. In June 2007, we will be producing our Fifteenth Annual Young Playwrights Festival open to writers 19 and younger from all across the nation. We will also be working on the 2nd mainstage production in our season.	<b>Producer's Assistant</b> Internship will focus on all aspects of theatre production.	We are looking for interns who show a desire to learn, an ability to take direction and a desire to know more about the way theatre works. Someone who is organized and efficient is a must. Other specific skills will be taught throughout the internship. A love of theatre will be helpful in performing the duties of the intern. The most important skill required is an ability to take initiative in completing tasks. A knowledge of technical aspects of theatre would be a plus.	Ms. Stacy Reed Producer 1301 Lucile Avenue Los Angeles, CA 90026-1519 Tel: 323-662-7734 Fax: 323-661-3903 E-mail: reed@theblank.com Web: www.TheBlank.com

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<b>California Lawyers for the Arts</b>	California Lawyers for the Arts is a non-profit organization that empowers creative people and arts organizations by providing legal education and assistance through a State Bar certified lawyer referral service, a dispute resolution program (called Arts Arbitration and Mediation Services), seminars, workshops, a resource library, a Speakers Bureau, and other services to arts organizations and artists of all disciplines throughout the state.	<b>Legal Services and Education Programs Intern</b> Intern will assist with C.L.A.'s Lawyer Service and Arts Arbitration and Mediation programs. Intern will interview client artists, perform case intake, draft brief legal memorandum to present the legal issues and relevant facts to attorneys on C.L.A.'s panels. Interns will also help plan full day education seminars on topics of interest to artists and arts organizations, including educational programs on the business and legal issues facing artists in the music, film/media, visual, performing and literary arts.	Special skills needed are excellent oral and written communication skills as the intern will be communicating with C.L.A.'s clients on a regular basis, will be drafting a brief legal memorandum on each case and will be communicating with panel attorneys. In addition, the intern will need computer skills adequate to work with the filemaker pro database. Lastly, the intern will need good organizational skills to assist in planning educational seminars and workshops.	Ms. Dana Schumacher Legal Services and Education Program Coordinator 1641 18th Street Santa Monica, CA 90404 Tel: 310-998-5590 Fax: 310-998-5594 E-mail: dkscla@aol.com Web: www.calawyersforthearts.org
<b>California Youth Theatre</b>	California Youth Theatre, Inc (CYT) provides young people the opportunity through individual responsibility and teamwork to celebrate our Nation's diversity and commonality by participating in the performing Arts. CYT, a non-profit educational organization, bridges the gaps between communities by promoting friendship and understanding through shared goals and achievement. Since its inception in 1962, California Youth Theatre has worked with an estimated 72,000 students/participants, produced over 3,000 shows, performances and workshops, and entertained a total audience over 250,000.	<b>Management Administrative Intern</b> California Youth Theatre seeks a highly motivated, enthusiastic, responsible individual who will work closely with the Executive Artistic Director and staff in producing an exciting and demanding summer season at the company's home, the historic Ivar Theatre in Hollywood. The Managing Administrative Intern will additionally assist the Project Director of our Migrant Youth Theatre Project 2007 in any administrative duties as necessitated.	The ideal candidate should have a working knowledge of marketing, publicity and some experience working with teens 14-18 years of age, as well as excellent telephone skills, be well organized, and computer literate. The position requires a car since the intern may also have to perform errands for the workshop. Bi-lingual in Spanish and English or working knowledge of theatre is a plus.	Ms. Sherrie Lofton General Manager 1605 N. Ivar Avenue Los Angeles, Ca 90028 Tel: 323-350-5885 Fax: 323-461-7707 E-mail: slofton@cytivar.org Web: www.cytivar.org

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<p><b>CalPhil Foundation</b></p>	<p>The California Philharmonic performs four different concert series at venues ranging from The Arboretum of Los Angeles County, to Walt Disney Concert Hall and Ambassador Auditorium. Cal Phil programs span a wide variety of music, always emphasizing quality of both composition and performance, to promote respect for and support of live performance and classical music. Cal Phil engages in extensive outreach to families and students in its community through free educational programs, concerts and volunteer opportunities.</p>	<p><b>Development Associate</b>                      The California Philharmonic, an organization that blends excitement, entertainment, education and enlightenment, is seeking a highly motivated person to join our team for an internship position in development; ranging from grant research to donor maintenance to program evaluation, with possible duties in outdoor concert production as well. The intern must have excellent communication skills, familiarity with basic office productivity software, good time management abilities and be self motivated.</p> <p><b>Outreach Coordinator</b>                      The California Philharmonic, an organization that blends excitement, entertainment, education and enlightenment, is seeking a highly motivated person to join our team for an internship focused on community outreach, education and event planning, with possible duties in outdoor concert production as well. The intern must have excellent communication skills, familiarity with basic office productivity software, good time management abilities and be self motivated.</p>	<p>The successful candidate will possess excellent verbal and time management skills, a working familiarity with Microsoft Office and other office productivity applications and be self-starting. It is essential that the candidate possess good people and communication skills, a pleasant personality and willingness to adapt and learn. The intern's duties may also include concert production at our outdoor venue (The Los Angeles County Arboretum and Botanic Garden) and/or Walt Disney Concert Hall. Knowledge of music, although helpful, is not required.</p>	<p>Mr. Roger Ward                      Grant Writer                      1120 Huntington Drive                      San Marino, CA 91108                      Tel: 626-300-8200                      Fax: 626-300-8010                      E-mail: roger@calphil.org                      Web: www.calphil.org</p>

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<p><b>CalPhil Foundation</b> <i>(cont.)</i></p>		<p><b>Operations Assistant</b> The California Philharmonic, an organization that blends excitement, entertainment, education and enlightenment, is seeking a highly motivated person to join our team for an internship position in operations. Specific duties include solicitation and negotiation of vendors and all aspects of production of an outdoor festival series with attendance of approximately 28,000. The intern must have excellent communication skills, familiarity with basic office productivity software, good time management abilities and be self motivated.</p>		

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<p><b>Center Theatre Group of Los Angeles</b></p>	<p>Center Theatre Group (CTG) is the not-for-profit organization that produces plays in the Ahmanson Theatre and the Mark Taper Forum in downtown Los Angeles, and in the Kirk Douglas Theatre in Culver City. Since its inception in 1967, CTG has developed over 600 new works for adults and children, serving as a birthplace for plays that have won every major award for drama, including three Pulitzer Prizes and 18 Tony Awards. CTG also conducts a variety of arts education and youth theatre programs, which combined serve over 35,000 young people and their families annually from approximately 200 schools and community centers across Los Angeles.</p>	<p><b>Program Intern, Performing for Los Angeles Youth</b>                      The P.L.A.Y. Program Intern will assist in the development of programming for youth and family audiences. The intern will help to coordinate a two-week training program for teaching artists, research educational materials to be used in after-school theatre programs, and aid in the development of fun, on-line educational guides for audiences.</p> <p><b>Press Department Intern</b>                      The Press Department Intern will provide support to Center Theatre Group's fast-paced press department. The intern will learn the ins-and-outs of writing press releases, facilitating programs, and coordinating interviews and photo calls. The intern will gain strong experience with the different elements that go into publicizing a theatre production, from its initial stages through its opening.</p>	<p>Knowledge of Microsoft Word and Excel is preferred. The intern should also possess the ability to research and participate in program development and workshops. The intern will be asked to work business hours between 10 a.m. and 6 p.m. In addition, the intern may be offered opportunities to attend events and/or activities that occur outside these hours (i.e. performances, conferences) but will not be required to attend.</p> <p>A strong interest in theatre and the performing arts is desirable. Knowledge of Microsoft Word and other computer programs preferred. The intern should be able to work flexible hours, including some evenings and weekends.</p>	<p>Ms. Celeste Thompson                      Department Manager, P.L.A.Y.                      601 West Temple Street                      Los Angeles, CA 90012                      Tel: 213-972-8028                      Fax: 213-972-7244                      E-mail:  <a href="mailto:cthompson@centertheatregroup.org">cthompson@centertheatregroup.org</a>                      Web: <a href="http://www.centertheatregroup.org">www.centertheatregroup.org</a></p> <p>Ms. Nancy Hereford                      Press Director                      601 West Temple Street                      Los Angeles, CA 90012                      Tel: 213-972-7376                      Fax: 213-972-0746                      E-mail:  <a href="mailto:nhereford@centertheatregroup.org">nhereford@centertheatregroup.org</a>                      Web: <a href="http://www.centertheatregroup.org">www.centertheatregroup.org</a></p>

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<p><b>Center Theatre Group of Los Angeles</b> <i>(cont.)</i></p>		<p><b>Marketing/ Audience Development Intern</b> The marketing intern will identify and develop new and appropriate target audiences (inclusive of “hip” and college communities) via viral marketing techniques and grass roots outreach for Center Theatre Group’s three diverse stages (the Ahmanson Theatre, the Mark Taper Forum, and the Kirk Douglas Theatre). The intern will assist with the implementation of existing marketing plans, and will also assist with coordination on several show opening nights.</p>	<p>A passion for watching and going to the theatre (not just performing in it) is a must. Strong communication skills and creative thinking are desired, as are an ability to multitask and work with a sense of humor. Also desired is a familiarity with the way students and young theatergoers network (ie Facebook, MySpace). Basic computer skills – Microsoft Office, Internet Explorer – are required. The intern should expect to work some evening and weekend hours.</p>	<p>Ms. Jeremy Green Marketing Events Manager 601 West Temple Street Los Angeles, CA 90012 Tel: 213-972-3006 Fax: 213-972-7274 E-mail: <a href="mailto:jgreen@centertheatregroup.org">jgreen@centertheatregroup.org</a> Web: <a href="http://www.centertheatregroup.org">www.centertheatregroup.org</a></p>

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<p><b>Circle X Theatre Co.</b></p>	<p>Circle X is a not-for-profit, ensemble theatre company dedicated to highly provocative and boldly theatrical productions of new and rarely seen plays. We believe in imagination over budget, adrenaline over inertia and excellence over all. Through art and action we cultivate a better community.</p>	<p><b>Literary/Development Intern</b> The Circle X intern will conceive and organize a Reading Series, from choosing the plays to contacting playwrights and creating a budget, schedule and publicity materials. He or she will also produce a short promotional video for the company. The intern will be help with our summer production and will work with the Literary, Development and Artistic Directors.</p>	<p>We require that our intern be computer proficient (PC and MS Word), willing to learn new programs and have the ability to work independently. Candidates should also have good reading and writing abilities. Experience with video editing is appreciated but not required.</p>	<p>Ms. Camille Brown Director of Development 2118 Panorama Terrace Hollywood, CA 90039 Tel: 909-957-2901 Fax: E-mail: <a href="mailto:camillecbrown@gmail.com">camillecbrown@gmail.com</a> Web: <a href="http://www.circlextheatre.org">www.circlextheatre.org</a></p>
<p><b>City of Culver City</b></p>	<p>Founded in 1917, Culver City is known as the "Heart of Screenland." Home to some of the world's earliest movie studios including MGM (now Sony Pictures Entertainment), Culver City is a full service charter city with a diverse population of approximately 41,000 permanent residents and a daytime population of approximately 250,000 due the large number of employees in the entertainment industry companies. Culver City has made it its priority to consistently improve the quality of life for its residents and continues to find new avenues to enhance and support the arts within its community.</p>	<p><b>Production Intern</b> The City of Culver City seeks a Production Intern to assist the Special Events Producer in the producing of the 2007 Culver City Music Festival. The intern will assist with all aspects of the event's production including working with independent contractors, developing production timelines and working with musical artists.</p>	<p>This position requires an outgoing, energetic person with exceptional organizational and communication skills. Basic computer skills, such as Word and Excel, will be necessary for material creation and project tracking. Ability to work a flexible schedule including working every Thursday evening during the concert series is required. Background in Stage Management would be an advantage to the position as would an interest in learning the skills of producing live performance.</p>	<p>Ms. Susan Obrow Special Events Producer 9770 Culver Boulevard Culver City, CA 90232 Tel: 310-253-5762 Fax: 310-253-5721 E-mail: <a href="mailto:susan.obrow@culvercity.org">susan.obrow@culvercity.org</a> Web: <a href="http://www.culvercity.org">www.culvercity.org</a></p>

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<b>City of Glendale</b>	Cultural affairs section of Parks, Recreation & Community Services Department in the City of Glendale with staffing responsibilities for Arts and Culture Commission. Annual programs include Unity Fest, a cultural celebration in October; Open Studio Tour and Gallery Exhibition in July; monthly artists market at the holidays; initiation and administration of public art projects; and the Diamond Awards for Achievement in the Arts bestowed on artists and community contributors to the arts.	<b>Administrative Intern</b> The intern's primary projects will include working on the Open Studio Tour & Gallery Exhibition in July and Unity Fest in October. All aspects of event production will be covered - soliciting artists, performers and vendors (food and crafts) to participate, communicating logistics to participants, publicity, marketing, stage management, trouble shooting and putting out fires. The intern will have a great opportunity to see where government and the arts intersect and collide in this small but active municipal arts agency.	Flexibility, resourcefulness, patience and ability to work in a City Hall/office environment, ability to work with the public and other City employees, willingness to help out, organizational skill, and creativity. Interest in politics, urban issues, and public affairs would be helpful. Also computer skills (Microsoft Word, Access, Excel and PowerPoint).	Ms. Eve Rappoport Community Services Supervisor 613 E. Broadway, Room 120 Glendale, CA 91206 Tel: 818-548-2780 Fax: 818-548-3789 E-mail: erappoport@ci.glendale.ca.us Web: www.ci.glendale.ca.us/parks/arts_culture.asp

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<p><b>City of Lancaster/ Lancaster Performing Arts Center</b></p>	<p>The Lancaster Performing Arts Center is a state of the art facility, with two performance spaces, a 758 seat proscenium theatre and a 110 seat black box theatre. The Center hosts performances approximately 300 days per year, presenting shows that include theatre, dance and live concerts in a wide range of musical styles. The Center has a professional technical staff of 20 people who work and train in the many different aspects of technical theatre.</p>	<p><b>Stage Assistant Intern</b> Primary responsibilities of the intern are to help the Technical Director implement technical requirements and production design for the upcoming calendar season and the December theatrical production. The intern will also be allowed to select an area of interest, including stage management, scenic design, lighting or sound and work with a crew learning the technical requirements, artistic design and budgeting / purchasing requirements for season events. The intern will also assist staff and crew with set up and strike of the outdoor street fairs running in July, August and September for Celebrate Downtown Lancaster. Duties also include, but are not limited to, loading and unloading of show trucks; set up of mics, stands and cables; set props; hands, focus and gel lighting instruments; operate follow spot; place orchestra shell, chairs and music stands for symphony events; set tables; clean, iron and steam costumes; assist setting up and rigging scenery; operating the fly system and loading counter weight; sweeping/mopping the stage and shop areas after each performance as assigned by Technical Director/Stage Manager as required.</p>	<p>The Intern should have a good general knowledge of theatre, and ideally have completed a technical stagecraft class and/or a lighting, sound, costume, makeup or stage management class. Their theatre experience does not have to be only in technical theatre, but an interest in technical theatre is a must. Strong computer skills in word processing and spreadsheet programs are essential, along with organizational skills and time management.</p>	<p>Mr. Rick Vander Hyde Technical Director 44933 Fern Ave Lancaster, CA 93534-2461 Tel: 661-723-5932 Fax: 661-723-6188 E-mail: <a href="mailto:vanderhyde@lpac.org">vanderhyde@lpac.org</a> Web: <a href="http://www.lpac.org">www.lpac.org</a></p>

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<p><b>City of Lancaster/ Lancaster Performing Arts Center</b> <i>(cont.)</i></p>		<p><b>Theatre Intern</b> Primary: Assist with preparations for the season announcement press conference (June 26, 2007). This includes researching and organizing artist biographies, gathering public relations contact information, assembling press kits, assisting in planning the course of the event, cooperating with media contacts and other duties related to a successful execution of a regional performing arts center press conference. Secondary: Create and implement marketing plans for various titles and series in the performance season. This includes working with a graphic designer to create printed materials, writing and scheduling radio advertisements, writing press releases, scheduling events and other special promotions and working to get articles published in the regional newspaper, arranging photo shoots and other duties in administration of the marketing plans as needed. Other assignments may include, but are not limited to, working on a series of street fairs; assisting the Education/Rental Administrator and box office staff; writing and editing assistance for the Center's monthly newsletter; staffing promotional programs/appearances and more for the first shows of the season occurring during the course of the internships; assisting with the maintenance of the Center's website; creating displays for the lobby and box office shadow box and other duties as needed.</p>	<p>Applicants must be able to plan, organize and implement technical or administrative theatre tasks with direction. Applicants must have successfully completed a college-level Marketing, Business Writing or Journalism course, or have experience and knowledge equal to class work. Applicants must also be able to follow oral and written instruction and work well with people of varying degrees of theatre knowledge and experience, as well as the public. The ideal candidate will have excellent communication skills, word processing and database skills, the ability to work well and interact with staff and volunteers and possess exceptional organizational abilities.</p>	<p>Ms. Danise Cardona Marketing Coordinator 44933 Fern Ave Lancaster, CA 93534-2461 Tel: 661-723-5851 Fax: 661-723-6188 E-mail: <a href="mailto:marketing@lpac.org">marketing@lpac.org</a> Web: <a href="http://www.lpac.org">www.lpac.org</a></p>

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<p><b>City of Manhattan Beach</b></p>	<p>The City of Manhattan Beach's Cultural Arts Division, as part of the Parks &amp; Recreation Department, offers a variety of opportunities and special events with an eye toward a community constituency. These events include but are not limited to an outdoor Summer Concert Series, Shakespeare In The Park, classes, and an outdoor Arts Festival held in early September.</p>	<p><b>Cultural Arts Intern</b> This internship is for someone who wants to have hands-on experience working in a municipal arts agency. Learn how to work with a variety of people including the City staff, contractors, artists, and the general public. This position will give you an insight into concert booking, special event planning/implementation, handling of publicity, and creation of educational materials.</p>	<p>An interest in the arts is desirable, and proactive attitude is highly appreciated. The position requires working at concerts on Sundays.</p>	<p>Ms. Juanita Purner Cultural Arts Manager 1400 Highland Avenue Manhattan Beach, CA 90266 Tel: 310-802-5406 Fax: 310-802-5401 E-mail: <a href="mailto:jpurner@citymb.info">jpurner@citymb.info</a> Web: <a href="http://www.citymb.info">www.citymb.info</a></p>
<p><b>City of Pasadena Cultural Affairs</b></p>	<p>Cultural Affairs supports the arts and culture in Pasadena promoting the city locally and nationally as a center of American cultural history and a vibrant arena for the creation of new art. As part of the Planning and Development Department, Cultural Affairs is unique in its proximity to the planning, preservation and design divisions. The city's first comprehensive cultural plan, Cultural Nexus, was adopted in July 2005 identifying the community's 10-year priorities for supporting the arts and culture integrating them into the entire community including the areas of economic and business development, education, public works, and health care.</p>	<p><b>Administrative Intern - Cultural Equity/Audience Development</b> The Pasadena Cultural Equity/Audience Development administrative intern will assist the executive director during Year #2 implementation of Cultural Nexus, the city's cultural plan, assisting on the implementation of recently adopted cultural equity guidelines including, an audience development work plan and the development of an on-line resource directory for local artists as well as day-to-day operations of Cultural Affairs.</p>	<p>The applicant should be a self-starter who can work independently on definable projects. He/she must have the ability to work with a team and meet deadlines. Applicant should have good people and communication skills, basic experience with Word and Excel spreadsheets, and be familiar with varied research techniques. Applicant should have ability to summarize and draft minutes as well as help devise action plans and timelines.</p>	<p>Mr. Ernest Figueroa Program and Grants Coordinator 175 North Garfield Pasadena, CA 91101 Tel: 626-744-7249 Fax: 626-396-8944 E-mail: <a href="mailto:efigueroa@cityofpasadena.net">efigueroa@cityofpasadena.net</a> Web: <a href="http://www.ci.pasadena.ca.us/planning/arts/homecult.asp">www.ci.pasadena.ca.us/planning/arts/homecult.asp</a></p>

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<b>City of Pico Rivera</b>	The Pico Rivera Centre for the Arts provides visual arts classes, gallery exhibitions, workshops and cultural events for residents of Pico Rivera and the surrounding area. The Centre also provides support for activities presented by the Pico Rivera Arts & Culture Committee.	<b>Administrative Intern</b> The Pico Rivera Centre for the Arts seeks an intern interested in gaining hands-on experience in an active community art center that provides instructional classes in the visual arts, gallery exhibitions and special events. Intern will assist with all aspects of producing an outdoor summer concert series.	Graphic design knowledge/skills helpful, but not required. Bilingual English/Spanish desirable, but not required.	Ms. Carmela Garcia Coordinator- Centre for the Arts P.O. Box 1016 Pico Rivera, CA 90660-1016 Tel: 562-801-4300 Fax: 562-801-4306 E-mail: <a href="mailto:cgarcia@pico-rivera.org">cgarcia@pico-rivera.org</a> Web: <a href="http://www.ci.pico-rivera.ca.us">www.ci.pico-rivera.ca.us</a>
<b>City of Sierra Madre</b>	“The mission of the Community Arts Commission is to promote the community’s interest in, awareness of, and appreciation for the arts; to provide support and encouragement to artists living in the community; and to increase the community’s participation in the arts.”	<b>Community Arts Intern</b> The Community Arts Intern will assist with the department day-to-day operations pertaining to the Community Arts Commission. Duties include: assisting with research and implementation of new programs in conjunction with the Cultural Master Plan; assisting in the preparation and implementation of art programs, including Summer Concert in the Park series and City sponsored Art Shows; attending meetings as required; assisting in preparing reports for administration and commissions; perform related work as required.	Applicants must work well with the public and possess good organizational skills. The candidates must have the ability to research and communicate effectively, both oral and in writing to coworkers, the public and administration. Develop and maintain positive work relationships and customer service. Previous computer and typing experience necessary, including knowledge of Microsoft Office.	Ms. Elisa Weaver Deputy Director of Community & Personnel Services 232 W. Sierra Madre Blvd. Sierra Madre, CA 91024 Tel: 626-355-5278 Fax: 626-836-6656 E-mail: <a href="mailto:eweaver@ci.sierra-madre.ca.us">eweaver@ci.sierra-madre.ca.us</a> Web: <a href="http://www.ci.sierra-madre.ca.us">www.ci.sierra-madre.ca.us</a>

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<b>City of Torrance</b>	Located at the Torrance Cultural Arts Center (the largest arts complex in the South Bay), the Torrance Theatre Company is dedicated to providing high-quality, affordable theatrical events for the community. In addition to the musicals, contemporary works, and classics it offers during its season, the Company also sponsors youth productions, professional workshops and special events throughout the year. In 2007 the TTC will celebrate its 4th season!	<b>Associate Producer</b> The intern will join the producer and work on all aspects of production including publicity/marketing, administrative, community relations, sets, props, and everything in between. Primary focus on the summer musical(West Side Story) and dabbling in other TTC productions and sponsored events.	The successful candidate will possess solid word-processing skills (Microsoft Word),be able to manage other programs (Outlook, Excel, Publisher) have a valid drivers license, and be able to lift 25 pounds. Strong organization skills, proactive, enthusiastic, outgoing, comfortable with public speaking. Experience with webpage creation/maintenance could be incorporated in the internship as well. Most importantly, candidate should have a passion about theatre!	Ms. Gia Inferrera Producer, Torrance Theatre Company 3031 Torrance Blvd Torrance, CA 90503 Tel: 310-618-3843 Fax: 310-781-7106 E-mail: ginferrera@torrnet.com Web: www.torrancetheatrecompany.com

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<p><b>Colony Theatre Company</b></p>	<p>The Colony is a mid-sized, professional theatrical production company that has been in continuous operation for 31 years. We have a full-time staff of six and produce a year-round season of five fully-staged productions including comedies, dramas, and musicals. Most recently, our production of "The Two and Only" received an Ovation Award for Best Solo Show. The Colony has been named "Best Live Theatre in Burbank" for five straight years, and "Best Live Theatre in L.A." by the Daily News' Readers Poll. The Colony has held a place in Encyclopedia Britannica's listing of "25 Notable U.S. Theatre Companies" for the past five years.</p>	<p><b>Production Associate</b>                      The Production Associate will assist the Technical Director in all aspects of production. Duties include participation in light hang and focus, load-in and strike, hiring and supervision of technical production crews, calendaring, budgeting, inventory and facilities maintenance. Major ten week project will be serving as either Associate Carpenter and/or Associate Electrician for The Colony's 2007 production of Athol Fugard's "Master Harold and the Boys."</p> <p><b>Marketing &amp; Development Associate</b>                      The Marketing and Development Associate will assist the theatre's marketing and development departments with most aspects of development and marketing. Duties include grant and sponsor research, donor cultivation and strategizing, sponsor outreach, database management, and brochure design. The major ten-week project will be the composition of one approved grant for the organization, and the secondary project will be the creation of a marketing plan for the theatre. The intern will also assist with the production of a volunteer appreciation event.</p>	<p>The ideal candidate must have his/her own transportation and possess excellent verbal communication skills. Microsoft Windows, and Word, as well as Mozilla Thunderbird email platform strongly recommended. AutoCAD knowledge helpful. Internet proficiency a must. Strong organization and time management skills required. Candidates should be punctual, reliable and mature. Ability to work well within a small group and good leadership skills necessary. Must have working knowledge of stage carpentry and electrics, and the ability to lift at least 30 pounds. Some ladder climbing will be involved, so the ideal candidate should be comfortable with heights up to 20 feet.</p> <p>The ideal candidate must have his/her own transportation, and possess excellent written and verbal communication skills. Microsoft Word, Windows, Quark and Photoshop knowledge would be extremely helpful. Must be Internet proficient and possess excellent research skills. Strong organizational and time management skills required. Candidates should be mature, dependable and punctual. Ability to work well within a small group, good leadership skills and the ability to take initiative. Outgoing, but polite personality is a must for interacting with donors, sponsors and advertising representatives. A basic knowledge of non-profits and granting foundations would be helpful as well as a basic understanding of designing art for marketing.</p>	<p>Ms. Sara Painter                      General Manager                      555 N. 3rd Street                      Burbank, CA 91502-1103                      Tel: 818-558-7000                      Fax: 818-558-7110                      E-mail:  <a href="mailto:sarapainter@colonytheatre.org">sarapainter@colonytheatre.org</a>                      Web: <a href="http://www.colonytheatre.org">www.colonytheatre.org</a></p>

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<p><b>Compton Dance Theatre Foundation</b></p>	<p>Compton Dance Theatre Foundation is a nonprofit organization that is comprised of a professional company and a training program. Outreach programming in classical, contemporary, and cultural dance forms is provided to "at risk" youths between the ages of 5-18 in the City of Compton and its surrounding areas at no cost to its participants.</p>	<p><b>Administrative Intern</b>                      The intern will assist the Artistic Director and Studio Manager with the day to day operations of a Training Program, Community Dance Program, and a Professional Company. The intern will also provide clerical support by answering telephones and accurately recording messages, filing, website updates, direct mail preparation, reconciling attendance and time sheets, and cashiering daily class receipts. Moreover, the intern will assist in researching grants that will be cataloged into a database.</p>	<p>The intern should possess interpersonal skills suitable for working with children, parents, prospective sponsors, contracted clients, and staff. The intern should also type 40 wpm and possess intermediate to advance software skills in Microsoft Word, Excel, and Internet Explorer. Lastly, the intern must have strong oral and written communication skills and experience in conducting research.</p>	<p>Mrs. Carol Bristol-Henry                      Artistic Director                      P.O. Box 3092                      Compton, CA 90220                      Tel: 310-669-9908                      Fax: 310-669-3107                      E-mail:  <a href="mailto:cbhenry@comptondancetheatre.org">cbhenry@comptondancetheatre.org</a>                      Web:  <a href="http://www.comptondancetheatre.org">www.comptondancetheatre.org</a></p>

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<p><b>Cornerstone Theater Company</b></p>	<p>Cornerstone is a multi-ethnic, ensemble-based theater company. We commission and produce new plays, both original works and contemporary adaptations of classics, which combine the artistry of professional and community collaborators. By making theater with and for people of many ages, cultures and levels of theatrical experience, Cornerstone builds bridges between and within diverse communities in our home city of Los Angeles and nationwide.</p>	<p><b>Production Management Intern</b>                      The Production Management intern will work closely with Cornerstone’s Production Manager on the world premiere of LOS ILLEGALS, a collaboration with undocumented workers and their families. S/he will also prepare for the Cornerstone Institute Summer Residency, organize production elements from previous productions, help create a production calendar and compile a resource database.</p> <p><b>Communications &amp; Development Intern</b>                      The Communications &amp; Development intern will work closely with Cornerstone’s Communication Manager to maintain the company website and organize Cornerstone’s archives, including digital media, news articles, reviews and other memorabilia from the company’s 20-year history. S/he will also work with Cornerstone’s Interim Director of Development to prepare for a significant fundraising event and maintain donor information and grant files.</p>	<p>The Production Management intern should have a passion for theater and an interest in learning about Cornerstone’s community-based approach. S/he should be familiar with basic research techniques, and able to utilize the Internet and telephone to locate props, costumes and other items needed for the production of LOS ILLEGALS or future productions. Computer experience with Word and Excel on a Mac platform is helpful but not required. Familiarity with the Greater Los Angeles area is preferred. Basic carpentry, lighting and/or costume experience is highly desirable. Candidates should be able to lift at least 50 pounds unassisted.</p> <p>The Communications &amp; Development intern should have strong organizational and communication skills, as well as attention to detail. S/he should be self-motivated and have the ability to take initiative when required. S/he should also have a passion for theater and theater history. Previous archival experience with photos, digital media and other memorabilia is desired, but not required. Library Science experience is a plus. Excellent writing and editing skills are highly desirable. Computer proficiency, including Word and Excel on a Mac platform, is also desirable, as is knowledge of HTML and website maintenance.</p>	<p>Ms. Brenda Killian                      Education Coordinator                      708 Traction Avenue                      Los Angeles, CA 90013                      Tel: 213-613-1700 x38                      Fax: 213-613-1714                      E-mail:  <a href="mailto:bkillian@cornerstonetheater.org">bkillian@cornerstonetheater.org</a>                      Web:  <a href="http://www.CornerstoneTheater.org">www.CornerstoneTheater.org</a></p>

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<b>Diavolo Dance Theater</b>	Diavolo is an LA based, non-profit, professional touring dance company. The Diavolo mission is to redefine dance through dynamic movement, while enlightening communities through trust, teamwork and individual expression. The artistic vision reflects the absurdities of modern life within the context of our architectural landscape.	<b>Production Intern</b> The Production Internship will be a "hands on" position in which the intern will directly assist Diavolo Staff with staging, lighting, sets, and costumes during Diavolo's summer season. The specific project will consist of the the intern being the primary production assistant for Diavolo's creation process and subsequent premiere performance at the world-famous Hollywood Bowl on Sept 6th, 2007.	1) Experience in theatrical production, with an emphasis in at least one of the following areas: Stage management, lighting, costume design, or set design; is extremely beneficial. 2) Reliable transportation. 3) Basic computer skills (Word/Excel/email)	Ms. Marah Morris General Manager 616 Moulton Avenue Los Angeles, CA 90031 Tel: 323-255-4290 Fax: 323-225-4291 E-mail: marah@diavolo.org Web: www.diavolo.org
<b>East West Players</b>	As the nation's premier Asian American theatre organization, East West Players produces outstanding works and educational programs that give voice to the Asian Pacific American experience.	<b>Marketing Assistant</b> The East West Players Marketing Assistant will work closely with the staff to promote EWP's 42nd mainstage season subscription campaign, arts education programs, fundraising events and more for the nation's premier Asian Pacific American theatre company.  <b>Technical Production Assistant</b> The Technical Production Assistant provides technical and maintenance support for a 240-seat theater and a separate warehouse for the nation's premier Asian Pacific American theatre company.	Must be computer proficient in MS Word, Excel, Internet. Excellent spelling, grammar, and interpersonal skills on the phone and face to face. Ability to multi-task and work occasional nights/weekends during special events. Candidate should have an interest in the arts and in learning about the Asian Pacific American community.  Must have ability to lift/carry at least 25 pounds. Design or theatre experience, use of power tools, basic carpentry or stage electronics, a plus. Ability to work occasional nights/weekends during shows or special events. Interest in the arts and the Asian Pacific American community.	Ms. Lisa Tang Development Manager 120 Judge John Aiso Street Los Angeles, CA 90012 Tel: 213-625-7000 Fax: 213-625-7111 E-mail: ltang@eastwestplayers.org Web: www.eastwestplayers.org

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<p><b>Foothill Friends of Music</b></p>	<p>The Orchestra was founded in 1987 to perform top-quality, live orchestral music in Pasadena, and found a permanent summer outdoor home at Descanso Gardens, in nearby La Canada, in 1992. Rachael Worby became Music Director in 2000, bringing signature programs of classical music blended with jazz, Broadway, film, and popular music.</p>	<p><b>Box Office &amp; Program Associate</b>                      We are seeking an individual who has a strong interest in making a career in the performing arts/entertainment, with a specific interest in the business management side of the industry. The position to be filled is Box Office &amp; Program Associate, where you learn the importance of developing and maintaining beneficial relationships, logistics within the department; its relationship to the production team, to the cause and effect related to curtain time. The intern will also be assigned a special project in working with our Development Director to analyze our major donors and develop an action plan for increasing their awareness and participation with the organization and developing a list of potential new donors to contact.</p>	<p>We are seeking an individual who has a strong interest in making a career in the performing arts/entertainment, with a specific interest in the business management side of the industry. Desired software knowledge preferred; FileMaker Pro and Microsoft Office.</p>	<p>Mr. Henry Reed                      Interim Executive Director                      87 N Raymond Suite 500                      Pasadena, CA 91103                      Tel: 626-792-7677                      Fax: 626-792-3410                      E-mail: <a href="mailto:pops@pasadenapops.org">pops@pasadenapops.org</a>                      Web: <a href="http://www.pasadenaPOPS.org">www.pasadenaPOPS.org</a></p>

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<p><b>Ford Theatre Foundation</b></p>	<p>Founded in 1994, the Ford Theatre Foundation is a nonprofit organization dedicated to supporting the performing arts and educational activities at the John Anson Ford Amphitheatre, a program of the Los Angeles County Arts Commission. The Ford Amphitheatre Summer Season, a series of 100 multi-disciplinary performing arts events, is produced each summer in the historic amphitheatre's beautiful and unique setting in the Hollywood Hills.</p>	<p><b>Facility Intern</b> The Facility Intern will play a key role in helping to maintain the general appearance and upkeep of the theatre, facility and grounds. The Facility Intern position is ideal for a building management student interested in learning more about the non-profit and government sectors, and/or theatre management.</p>	<p>General understanding and interest in building infrastructure (heating and cooling systems, electrical, carpentry, plumbing, etc.); Excellent verbal and written communication skills; Solid MS Word and Excel skills; Ideal candidates will be extremely reliable and exhibit a high degree of initiative and follow through; Ability to handle some heavy lifting, i.e., 20-30lbs</p>	<p>Ms. Ragen Carlile Administrative Coordinator 2580 Cahuenga Blvd. East Hollywood, CA 90068 Tel: 323-856-5791 Fax: 323-464-1158 E-mail: rcarlile@lacountyarts.org Web: www.FordAmphitheatre.org</p>
		<p><b>Latino Arts Initiative Intern</b> With an emphasis on building bridges between the Ford and Latino segments of the community, the Latino Arts Initiative Intern will play a critical role in proactively identifying, contacting and building substantive working relationships with community arts, social service, business, and educational organizations on behalf of the Ford and its programs. The intern will also assist with translations and stage manage performances in the 87-seat theatre.</p>	<p>The ideal candidate will have knowledge of and/or direct experience working with the diverse segments that comprise the Latino communities in Los Angeles County; speak and write both Spanish and English fluently, with outstanding verbal and written communication skills; possess excellent computer skills; have experience working with artists/performers; have strong time management and excellent organizational skills, including the ability to successfully oversee a project from beginning to end; be tremendously self-motivated; work well under pressure; be flexible and have a sense of humor.</p>	

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<p><b>Ford Theatre Foundation</b> <i>(cont.)</i></p>		<p><b>Communications Intern</b> The Communications Intern functions as assistant to the Director of Communications for the Los Angeles County Arts Commission with a special emphasis on public relations and marketing functions for the Ford Amphitheatre summer season, a series of 100 multi-disciplinary performing arts events produced by the Arts Commission with the assistance of the Ford Theatre Foundation</p> <p><b>Operations Intern</b> The Operations Intern, functioning as assistant to the General Manager, will be strongly involved in the daily business matters of the Ford, including financial tracking, administrative and clerical activity, and logistics associated with Ford performances and special events. The Operations Intern position is ideal for a business student interested in learning more about the non-profit and government sector, performing arts administration and/or event management.</p>	<p>Desirable qualifications: interest in the performing arts; ability to write; background in journalism / communications; good with detail; good on the phone; facility with Microsoft Word, Excel, Access, Outlook, and Explorer; and ability to read, write and speak Spanish (in addition to English). Applicant must have a reliable car and be available to work during performances on weekend nights. (Comp time is given during the week to keep the workweek at 40 hours.)</p> <p>Good written and oral communication skills and the ability to effectively interact with arts organizations, theatre staff, outside vendors and the general public are required. Also required are advanced MS Word and Excel skills, as well as the ability and willingness to learn new software programs. Ideal candidates will be highly organized and detailed oriented team players that exhibit a high degree of initiative. Successful candidates will be extremely reliable and willing to share responsibility in a fast paced work environment. Bilingual skills are desirable. Background in a performing arts discipline and/or business is desirable and a sense of humor is a must.</p>	

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<p><b>Ford Theatre Foundation</b> <i>(cont.)</i></p>		<p><b>Asian Pacific Islander Arts Initiative Intern</b> The Asian Pacific Islander (API) Arts Initiative Intern will play a critical role in coordinating activities with youth/community centers. The intern will schedule artist workshops by Ford artists and plan group visits to Ford Amphitheatre productions by youth/community center constituents. The intern will assist with translations, stage manage play readings, and generally work in the community to fulfill increasing Asian Pacific Islander participation in the Ford's programs, both in the audience and onstage.</p> <p><b>Development Intern</b> The Development Intern functions as assistant to the Administrative Coordinator, supporting fundraising, volunteer and presenting programs of the John Anson Ford Theatres. The Development Intern will assist with donor relation activities, coordination of community volunteers, theatre retail merchandising operations, grant research and general office clerical work.</p>	<p>The ideal candidate will have knowledge of and/or direct experience working with one or more of the diverse Asian Pacific Islander communities in Los Angeles County; speak and write both English and a second (Asian Pacific Islander) language fluently, with outstanding verbal and written communication skills; possess excellent computer skills; have experience working with artists/performers; have experience and/or interest in theater; have strong time management and excellent organizational skills, including the ability to successfully oversee a project from beginning to end; be tremendously self-motivated; work well under pressure; be flexible and have a sense of humor.</p> <p>Strong time management and excellent organizational skills. Have outstanding written and oral communication skills. Have excellent customer service skills. Also required is facility with MS Word, Excel and Outlook (or equivalent) and the ability to learn new software programs. Familiarity with database software is helpful but not required. Must be able to work during performances on some weekend nights (the work schedule is arranged to keep the work week at 40 hours). Must be self-motivated, work well under pressure, and be flexible. Experience in merchandising and/or retail operations helpful but not required. Successful candidates will be extremely reliable and able to work both independently and as part of a team.</p>	

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<b>Friends of the Levitt Pavilion</b>	Producing 50 free concerts, under the stars, at the Levitt Pavilion for the Performing Arts band shell at Memorial Park in Pasadena (June through September.) All free concerts present outstanding, professional musicians featuring, jazz, Musica Latina, big band, favorites, world beat and children's night. Our venue is designed to appeal to our diverse population.	<b>Production Assistant</b> Assistant to the producer for concert production, (50 concerts), welcoming performers, working with production crew and concert attendees for outreach at concert information booth along with follow-up nonprofit office opportunities.	Excellent people skills, interest and enthusiasm in music and concerts, and an appreciation and sensitivity in the diversity of our concert audience. Intern must have the ability to follow directions and complete tasks in a professional manner. Intern needs to be able to work late afternoons and evenings until 10pm during the 50 concert schedule. Concerts run from Wed. through Sunday. Car is necessary.	Ms. CJ Whitcomb Executive Director 87 N. Raymond, Ste. 250 Pasadena, CA 91103 Tel: 626-683-3230 Fax: 626-683-3225 E-mail: cj@levittpavilionpasadena.org Web: www.levittpavilionpasadena.org
<b>Ghost Road Company</b>	The Ghost Road Company is a theatre ensemble dedicated to creating new work for the stage through a collaborative process. We scavenge the current social landscape for objects, language and images which are in turn informed by the ensemble's individual experiences of the world. The world of the piece is the piece itself, which reflects the current time, place, and people inventing it, with no attempt at being accurate to historical or modern-day realism, but accurate to the elements derived from the process. In so doing a world is created where the "everyday" transforms into unexpected realizations and epiphanies about the nature of truth and possibility in the world.	<b>Development Associate Intern</b> The Development Associate Intern will primarily work in support of Ghost Road's goal of identifying and pursuing Touring Opportunities and Co-Presenting Partnerships both nationally and internationally. The Intern will also assist in fundraising and promotional projects and will be given the opportunity to take the lead on one project. Other duties and responsibilities will include some general office duties (filing, correspondence, work on p.r. & marketing materials, internet communications, and website maintenance).	The Intern should have basic typing and computer skills and familiarity with most or all of the following programs: Windows, MS Word, Excel, Filemaker, Quark. The Intern should possess or be prepared to learn some basic web design skills. The Intern must also have strong research skills and be skilled in using the internet as a resource.	Mr. Mark Seldis Producing Director P.O. Box 2323 Culver City, CA 90230 Tel: 323-394-8035 Fax: 213-972-4308 E-mail: grc5year@aol.com Web: www.ghostroad.org

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<b>Grand Performances</b>	Grand Performances presents an annual summer program of free performing arts, at California Plaza in downtown Los Angeles, that reflect the best of global culture and inspire community among the diverse peoples of Los Angeles.	<p><b>Development Intern</b> The Development Intern will assist the Director of Development with fundraising efforts through written solicitations, research of prospective donors, and grant compliance. The intern's project will be to research, write, and submit a grant on behalf of Grand Performances. Intern must be present at all performances (evenings and weekends).</p> <p><b>Artist Relations Intern</b> The Artist Relations Intern will assist the Director of Programming with the coordination of artist needs and activities. The intern's project will be to coordinate the activities for 2 international artist residencies in the 2007 season. Intern must be present at all performances (evenings and weekends).</p> <p><b>Marketing Intern</b> The Marketing Intern will assist the Director of Marketing in the research and development of media/community relations and Grand Performances' brand identity. The intern's project will be to research and develop relationships with media and other organizations that are conduits for information in specific communities relevant to programming for the 2007 season. The intern must be present at all performances (evenings and weekends).</p>	<p>The intern must be available to work evenings and weekends at all performances. Excellent communication skills, both oral and written, are essential. Excellent internet research skills. Knowledge of Microsoft Word, Excel, and Access programs preferred.</p> <p>Intern must be available to work evenings and weekends at all performances. Good communication skills, both oral and written, are essential. Knowledge of Microsoft Word and Excel computer programs preferred. Cantonese or Spanish language skills a plus.</p> <p>The intern must be available to work evenings and weekends at all performances. Excellent communication skills, both oral and written, are essential. Excellent internet research skills. Must be proficient in Quark Express, Adobe Acrobat, Microsoft Word, and Excel.</p>	<p>Ms. Alice Platt Director of Development 350 South Grand Avenue, Suite A-4 Los Angeles, CA 90071 Tel: 213-687-2272 Fax: 213-687-2191 E-mail: kschwarz@grandperformances.org Web: www.grandperformances.org</p>

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<b>Greenway Arts Alliance</b>	Greenway Arts Alliance is a not-for-profit arts organization dedicated to producing professional theatre and providing visual and performing arts educational programs for Fairfax High and area public high school students through Greenway's "Voices Unheard." Located on the campus of Fairfax High, Greenway maintains a partnership with the high school where it also produces and runs the Melrose Trading Post, a weekly flea market that raises money to support student clubs and organizations and the programs of Greenway Arts Alliance.	<b>Administrative Assistant</b> The intern will work as a general administrative assistant with the General Manager, Director of Development and Director of Arts Education and will thus be exposed to and will learn many aspects of the theatre. The intern will develop and write a new edition of the Greenway Arts Alliance newsletter highlighting the two main components of Greenway's programs - the Greenway Court Theatre professional stage productions, and Greenway's Voices Unheard, its visual and performing arts education program.		Ms. Meredith Freeman Director of Development 544 N. Fairfax Avenue Los Angeles, CA 90036 Tel: 323-655-7679 Fax: 323-655-7906 E-mail: Meredith@greenwayarts.org Web: www.greenwayarts.org
<b>The HeArt Project</b>	The HeArt Project creatively links overlooked teenagers in alternative high schools with professional artists, cultural centers and communities to imagine, produce and present new work. We believe that overlooked young people are extraordinarily creative, that artists are a significant civic resource, and that their ideas, collaborations and work benefit the entire culture.	<b>Development &amp; Communications Intern</b> The Development & Communications Intern will be introduced to all aspects of The HeArt Project's fundraising and communication strategies, including the annual fundraising event, individual giving, and grants. S/he will track foundation grant histories electronically, assist with a major donor appreciation project, conduct follow-up on May 2007 fundraiser, and contribute to the organization's annual newsletter.	Interest in arts education and arts programming. Strong sense of professionalism and willingness to work with others. Ability to take initiative. Strong organizational skills. Excellent writing, research, and communication skills. Proficient at using Microsoft Word and Excel and the internet on a Macintosh. Familiarity with databases a plus.	Ms. Suzy Foster Development and Communications Director 1047 W. 24th Street Los Angeles, CA 90007 Tel: 213-744-1404 Fax: 213-747-5280 E-mail: suzy@theheartproject.org Web: www.theheartproject.org

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<b>Highways, Inc.</b>	Highways develops and presents innovative performance and visual art, nurturing interaction among people of diverse cultural and sexual identities, fostering critical dialogues on social issues. The mission is fulfilled through our performance programming, which includes festivals, community rituals and special events; through our Performance Lab, which provides culturally specific training in performance, writing and movement technique; and through our Gallery Program which includes exhibitions and live events.	<b>Asst. to the Executive Director/Artistic Director</b> The intern will gain career entry-level experience working under the direction of the Executive Director/Artistic Director of an internationally recognized performance art center. Please visit our website at <a href="http://www.highwaysperformance.org">www.highwaysperformance.org</a>	A flexible, energetic, creative individual. Basic Microsoft Office skill and Internet knowledge are necessary. Writing proficiency, basic office skill and overall interest in non-profit/alternative arts organizations is also a must. Familiarity with Photoshop, FileMaker Pro, Quark, and/or Final CutPro are a plus.	Mr. Leo Garcia Executive Director / Artistic Director 1651 18th Street Santa Monica, CA 90404 Tel: 310-453-1755 Fax: 310-453-4347 E-mail: <a href="mailto:LeoGarcia@highwaysperformance.org">LeoGarcia@highwaysperformance.org</a> Web: <a href="http://www.highwaysperformance.org">www.highwaysperformance.org</a>
<b>Hollywood Arts Council</b>	HAC's mission is to promote, nurture and support the arts. The Council has initiated and sustained a number of projects including an annual Childrens Festival of the Arts, Pilgrimage Concert, Charlie Awards Luncheon, the Hollywood Entertainment Stage for the LA Marathon, and an Arts Roundtable. The Council promotes the arts through a daily online calendar and Discover Hollywood Magazine, a cultural tourism publication. HAC has presented outdoor art exhibits, and co-sponsored community mural and public art projects. Its after-school arts program, Project SOAR, serves 2,000 elementary school children annually.	<b>Project Coordinator</b> Project Coordinator will plan and implement all components of the 21st Annual Children's Festival of The Arts to be held August 5th in Hollywood. Festival includes art workshops and performances with an audience of approximately 2,000. Coordinator will work on a variety of ongoing HAC projects interacting with the arts community, neighborhood councils and members of its Board of Trustees. Intern will plan and organize a special summer Arts Roundtable meeting of arts leaders in the greater Hollywood area.	Perhaps the main qualifications for the position are confidence, strong people skills and a willingness to learn. An interest in community organizing and political structure. Strong people skills and writing ability would be helpful. Computer skills are a must.	Mrs. Nyla Arslanian President P.O. Box 931056 Hollywood, CA 90093-1056 Tel: 323-462-2355 Fax: 323-465-9240 E-mail: <a href="mailto:nyla@hollywoodartscouncil.org">nyla@hollywoodartscouncil.org</a> Web: <a href="http://www.hollywoodartscouncil.org">www.hollywoodartscouncil.org</a>

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<p><b>Indecent Exposure Theatre Company</b></p>	<p>In its 15-year history, Indecent Exposure Theater Company has developed into one of Los Angeles' most consistent and prolific creators of new works for the stage. This ever-evolving company of artists is unified in its commitment to theater that is socially relevant, embraces diversity, and is culturally inclusive, aesthetically excellent, and bold.</p>	<p><b>Production Intern to World Premiere Play</b>                      The intern will be an active and necessary participant in all aspects of the preparation and presentation of a full-length World Premiere play while working with one of Los Angeles' most highly regarded theater companies. Activities include regular attendance and participation in the rehearsal process, assisting marketing, press outreach, and tracking audiences at one of Los Angeles' most respected venues.</p>	<p>The intern must: have access to an insured motor vehicle or be willing to take public transportation to and from the building; possess college-level reading and writing skills and be computer literate; have a working knowledge of play production. Highly developed technical skills (lighting, sound, etc) are NOT required. The intern must demonstrate a genuine interest in the work of a small theater and be willing and able to put aside personal agendas to focus on necessary and assigned tasks. The intern must be able to get along with other people, and be self-motivated enough to complete tasks with normal amounts of supervision.</p>	<p>Ms. Susan Rubin                      Artistic Director                      Tel: 323-469-8932                      Fax: 323-469-8932                      E-mail: <a href="mailto:suzer3@earthlink.net">suzer3@earthlink.net</a></p>

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<p><b>Inside Out Community Arts</b></p>	<p>Through visual and performing arts workshops, performances and festivals, our mission is to give youth from all backgrounds the tools, confidence and inspiration to make a positive difference in their communities and the world... from the inside out.</p> <p>Led by professional artists and high-school-age mentors, Inside Out bridges cultural, geographic, socioeconomic and differently-abled boundaries to support youth in creating and presenting topical theater and art, empowering them to make positive choices as individuals and members of the greater community.</p>	<p><b>Executive Intern</b> As a key staff member the Executive Intern will be exposed to many aspects of nonprofit administration, programming and community outreach, while developing communication, planning, leadership and collaborative skills. He/she will assist the Executive Director with a wide range of program, planning and organizational activities, including program review, newsletter publication, board relations and development, executive outreach, special events and public relations.</p> <p><b>Program &amp; Outreach Intern</b> As a key staff member the Program &amp; Outreach Intern will be exposed to many aspects of nonprofit administration, programming and community outreach, while developing communication, planning, leadership and collaborative skills. He/she will assist the Artistic director and Program Coordinator with a wide range of program, artistic and organizational activities, including program design, planning, evaluation, and documentation; volunteer recruitment/management; outreach; special events; public relations.</p>	<p>We prefer an intern who is Mac literate, with experience in Microsoft Word, Excel and the internet. Experience with Photoshop, Illustrator or other graphic design programs are a plus. Other skills sought include: solid organizational skills, ability to multi-task, strong oral and written communication skills, self-motivation, a passion for the arts and public service, ability to work well in a team setting, interest in the challenges and varied experiences of working with a growing mid-sized non-profit organization, sense of humor and creativity.</p>	<p>Mr. Jonathan Zeichner Co-Director 2210 Lincoln Blvd. Venice, CA 90291 Tel: 310-397-8820 Fax: 310-398-0863 E-mail: <a href="mailto:jzeichner@insideoutca.org">jzeichner@insideoutca.org</a> Web: <a href="http://www.insideoutca.org">www.insideoutca.org</a></p> <p>Mr. Paco Madden Program Coordinator 2210 Lincoln Blvd. Venice, CA 90291 Tel: 310-397-8820 Fax: 310-398-0863 E-mail: <a href="mailto:paco@insideoutca.org">paco@insideoutca.org</a> Web: <a href="http://www.insideoutca.org">www.insideoutca.org</a></p>

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<p><b>International City Theatre</b></p>	<p>International City Theatre is a professional award-winning non-profit theatre celebrating its 22nd year in 2007. ICT is committed to bringing the Southern California community affordable, quality, professional theatre that will be intellectually stimulating and emotionally satisfying, and to continuing our growth as a major regional theatre in the United States. The 2007 season includes six mainstage productions and seven outreach programs serving every age, economic and geographic area in the greater Long Beach area.</p>	<p><b>Marketing and Graphics Intern</b>                      The marketing and graphics intern will work directly with the Marketing Director to assist in research, development, communication, sales, promotions and creative concepts.</p>	<p>The marketing and graphics intern should have analytical, administrative, communication, creative and organizational skills. Computer skills a must including graphics programs. A sense of numbers and language is needed as well as good people skills. Professional appearance and manner and a sense of humor are welcomed.</p>	<p>Ms. caryn desai                      General Manager                      OneWorldTradeCenter                      P.O.Box 32069                      Long Beach, CA 90832-2069                      Tel: 562-495-4595                      Fax: 562-436-7895                      E-mail: carynict@earthlink.net                      Web: www.ictlongbeach.org</p>

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<p><b>International Documentary Association</b></p>	<p>[ida] International Documentary Association is a nonprofit association founded in 1982 to promote and support the efforts of documentary film and video makers around the world and to increase public appreciation and demand for the documentary. [ida] currently serves nearly 3,000 members, who are producers, directors, writers, editors, camera operators, musicians, researchers, journalists, broadcast and cable programmers, academics, distributors and the general public in 48 states and 50 international countries.</p>	<p><b>Awards Intern</b>                      The Awards intern will assist in processing and organizing documentary film submission entries for films to be nominated and winners chosen for the Annual [ida] Awards Gala Benefit in December 2007. The ideal candidate should have Mac computer skills, FileMaker Pro data base skills, a great attention to detail, an interest in documentaries and a great attitude!</p> <p><b>Membership Intern</b>                      The Membership intern will assist with all aspects of [ida] Membership, includes answering membership questions, writing letters, processing new and renewed members, handling subscription requests, updating system information – also includes filing, faxing, answering of phones and coordinating new member packets. Assistance with improving materials for new member packets and member benefits if possible.</p>	<p>The knowledge of working on a Mac computer and the Filemaker Pro data base system is highly recommended. The skill of being well organized with attention to detail and the interest of documentary film is useful.</p> <p>The intern should be able to think critically, have great attention to detail and be a team player with a great attitude.</p>	<p>Ms. Tracie Lewis                      Events and Programs Manager                      1201 West 5th Street, Suite M320                      Los Angeles, CA 90017                      Tel: 213-534-3600                      Fax: 213-534-3610                      E-mail: <a href="mailto:Tracie@documentary.org">Tracie@documentary.org</a>                      Web: <a href="http://www.documentary.org">www.documentary.org</a></p>

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<b>Jazz Tap Ensemble</b>	Jazz Tap Ensemble founded in 1979 under the artistic direction of choreographer/dancer Lynn Dally is hailed as a leader in the renaissance of tap. The Company tours nationally and internationally presenting original tap choreography and live jazz music on the concert stage.	<b>Administrative Assistant</b> Jazz Tap Ensemble, a small professional, internationally acclaimed dance company seeks an independent, take charge, aggressive, quick learning intern possessing advanced writing skills, great telephone personality, verbal and oraganizational skills, computer knowledge of Word and Excel. The successful candidate will be able to meet deadlines, work well under pressure, multi-task and be a team member.	Intern must be knowledgeable in Microsoft Word and Excel, possess excellent writing and research skills, project professionalism in person and over the telephone, be a self starter, be tactful and able to work closely with diverse personalities. She/He must also maintain an oath of confidentiality during and after this internship. A car is required.	Ms. Gayle Hooks Managing Director 1416 Westwood Blvd. #207 Los Angeles, CA 90024 Tel: 310-475-4412 Fax: 310-836-2722 E-mail: jtensemble@aol.com Web: www.jazztapensemble.org

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<p><b>L.A. Theatre Works</b></p>	<p>Founded in 1974, L.A. Theatre Works' (LATW) mission is to strengthen our cultural community using innovative technologies to produce, preserve and promote significant works of dramatic literature, and to expand access and exposure to theatre as a vital component of our cultural heritage. Utilizing dynamic channels of modern communication, LATW produces and records stage plays for radio broadcast and audio distribution, making our productions widely available and affordable.</p>	<p><b>Radio Theatre Intern</b> Radio Theatre intern to assist with production and administrative activities for our nationally distributed weekly Radio Theatre Series, "The Play's the Thing". Duties: Radio production administrative activities, including show distribution to stations &amp; web uploading; production/broadcast scheduling; research and outreach for distribution marketing; editing/compiling audio clips &amp; additional promotional materials as part of a larger marketing initiative; producing copy, audio, &amp; video content for new company blog.</p> <p><b>Audio Publishing Intern</b> Audio Publishing intern to assist with production and administrative activities for our Audio Publishing Division. Duties: Audio production administrative activities; research and outreach for product marketing; tracking of audio plays for later sale; editing/compiling audio clips &amp; additional promotional materials as part of a larger marketing initiative; producing copy which supports online sales, as well as copy, audio, &amp; video content for new company blog.</p>	<p>Seeking candidate who is detail-oriented with strong oral and written communication skills. Solid computer skills necessary, including proficiency in Word, Excel and Outlook (email blasts). Knowledge of basic graphic arts, sound and video editing, HTML and other Internet programming helpful. Interest in theatre, radio broadcast, sound recording/editing, and/or marketing a plus.</p> <p>Seeking candidate who is detail-oriented with strong written &amp; oral communication skills. Solid computer skills necessary, including proficiency in Word, Excel and Outlook (email blasts). Knowledge of basic graphic arts, sound and video editing, HTML and other Internet programming helpful. Interest in theatre, audio publishing, sound recording/editing, and/or marketing a plus.</p>	<p>Ms. Vicki Pearlson Managing Director 681 Venice Blvd. Venice, CA 90291 Tel: 310-827-0808 Fax: 310-827-4949 E-mail: <a href="mailto:vpearlson@latw.org">vpearlson@latw.org</a> Web: <a href="http://www.latw.org">www.latw.org</a></p>

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<b>LA Commons</b>	The mission of LA Commons is to engage communities in artistic and cultural expression that tells their unique stories and serves as a basis for dialogue, interaction and a better understanding of Los Angeles. Since we began programming in January of 2003, we have implemented nine community-based art initiatives in five neighborhoods - MacArthur Park, Koreatown, Chinatown, Mid-City and Sylmar - involving 90 youth and 500 community members in the art making process and several thousand as audience members.	<b>Marketing Intern</b> LA Commons' intern will develop marketing strategies for Uncommon LA, LA Common's cultural tourism initiative currently being piloted in three Los Angeles neighborhoods – Highland Park, Leimert Park, and Thai Town. Working with community members in the target neighborhoods and LA Commons staff, the intern will research and implement plans for generating and posting content to the Uncommon LA website, using social marketing websites such as MySpace.com, distributing “commercials” on the three neighborhoods, and distributing printed promotional materials	Strong written and verbal communication skills. Proficiency in Microsoft and internet applications. Strong sense of professionalism and willingness to work with others. Ability to take initiative. Strong organizational skills. Interest in cultural tourism as a strategy for positively impacting low-income neighborhoods. Interest in marketing and communications	Ms. Karen Mack Executive Director 4343 Leimert Boulevard Los Angeles, CA 90008 Tel: 213-705-4457 Fax: 323-938-5584 E-mail: lacommons@aol.com Web: <a href="http://www.lacommons.org">http://www.lacommons.org</a>

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<p><b>LA Stage Alliance</b></p>	<p>LA Stage Alliance is dedicated to building awareness, appreciation and support for the performing arts in Greater Los Angeles, accomplishing its mission through community building, collaborative marketing, advocacy, audience development, professional development and strengthening operations for members - Organizational membership(over 300 annually) is comprised of professional, educational and community-based producing and presenting performing arts organizations. Individual membership(over 700 annually) is comprised of local, regional, national and international performing arts patrons and professionals.</p>	<p><b>Marketing and Community Relations Intern</b>                      The Marketing and Community Relations intern will assist in community relations, sponsorship, marketing and development of LA Stage Alliance programs – specifically Free Night of Theater, LAStageTIX, LA Stage magazine and The Ovation Awards. Also the intern will be be directly involved in the maintenance of a performing arts organizational online resource guide.</p> <p><b>Online Editorial Intern</b>                      The Online Editorial intern will be directly involved in creating new online content and beta-testing functionality for the new version of www.LAStageAlliance.com to be launched in the Fall of 2007. The intern will also be responsible for monitoring stories of interest from a variety of websites, list servs, press releases and interviews for re-posting on LAStageBlog.com while keeping LAsa’s myspace.com and flickr accounts current and active.</p>	<p>The Marketing and Community relations intern should be an exemplary researcher, have a basic knowledge of the LA performing arts community, a good sense of current marketing trends, a strong desire toward civic participation and should feel comfortable working with a small team that juggles many duties. Additionally the intern should possess knowledge of at least some of the following: PC and MAC platforms, Word, Excel, Access, Outlook, Photoshop, Illustrator and/or In Design. The ideal candidate will be a solution oriented self-starter who is able to take direction well. Must possess an excellent phone manner, act professional with key stakeholders and provide exemplary customer service.</p> <p>The online editorial intern should be interested in becoming familiar with the LA performing arts community including theatre, dance and music. As the intern will be writing and proofing copy, exemplary language skills are required. Additionally the intern should possess knowledge of at least some of the following: PC and MAC platforms, Word, Excel, Access, Outlook, Photoshop, Illustrator and/or In Design, SQL server, basic HTML and/or AJAX coding. The candidate should be a self-starting, positive thinking team player and possess excellent customer service skills.</p>	<p>Mr. Doug Clayton                      Executive Assistant                      644 S. Figueroa Street                      Los Angeles, CA 90017-3411                      Tel: 213-614-0556 x10                      Fax: 213-614-0561                      E-mail:                      DClayton@LAStageAlliance.com                      Web: www.LAStageAlliance.com</p>

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<p><b>LA Stage Alliance</b> <i>(cont.)</i></p>		<p><b>Membership Intern</b> The Membership Intern will gain the broadest base of knowledge of over 300 performing arts organizations across Los Angeles by interacting with artistic directors and producers on a daily basis. Duties will include working with organizational members and their usage of LA Stage Alliance programs: the Ovation Awards, LA Stage magazine, LAStageTIX, participating in the recruitment and selection process for the Ovation Awards voters for the 2007-2008 season and contributing to the growth of the membership of LA Stage Alliance.</p>	<p>The candidate should be a self-starter, positive thinker, possess excellent customer service skills, be detail oriented and feel comfortable working with a small team that juggles many duties. The candidate should have some knowledge of editing and grammar and excellent skills with the following software: Word, Outlook, Excel and Access. Familiarity with Adobe Creative Suite is helpful. Excellent computer and organizational skills required.</p>	

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<b>Latino Theatre Company</b>	The Latino Theater Company at the new and vibrant LATC is a microsm of the new Los Angeles; a destination center for those pursuing artistic excellence; a laboratory where both tradition and innovation are honored and honed. The theatre, conservatory, museum, cafe and store will create a space amidst the excitement of downtown Los Angeles; a space where the convergence of people, cultures and ideas give birth to our future.	<b>Administrative Assistant</b> Administrative Assistant will provide administrative support to the company's Artistic Director by keeping his calendar, making appointments, accepting script submissions, taking notes during meetings and overall shadowing.	Intern should have broad based computer skills and strong knowledge of Microsoft Word, Excel and Internet researching as well as excellent written, verbal and interpersonal communication skills. Bilingual English/Spanish preferred but not required. Intern must be eager to learn and have an interest in bringing art to the under/misrepresented.	Ms. Selene Santiago Administrative Manager 514 S. Spring St. Los Angeles, CA 90013 Tel: 213-489-0994 Fax: 213-489-1851 E-mail: selene@latinotheater.com Web: www.LatinoTheater.com

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<p><b>Long Beach Symphony Association</b></p>	<p>The Long Beach Symphony Orchestra serves the Long Beach, Harbor and South Bay Communities with Classical and Pops concerts of the highest musical quality, provides education programs for over 50,000 elementary and secondary students, and offers adult education and community outreach to non-traditional and underserved communities throughout greater Long Beach.</p>	<p><b>Marketing Intern</b> Assist the Marketing departments of the Long Beach Symphony Orchestra with strategic planning, new subscriber acquisitions, marketing research, and group sales planning and research. Gain hands-on experience with multiple aspects of arts marketing.</p> <p><b>Production and Education Intern</b> Planning and preparation for the 2007-2008 season of Artistic, Production and Education activities occurs during the summer months. The Production and Education Intern will work closely with the Artistic Department staff, and will have hands-on experience preparing and coordinating multiple aspects of concert production, artist relations and education programs for the coming season.</p>	<p>Familiarity with the Microsoft Office suite of programs is required. Familiarity with Blackbaud's "Raiser's Edge" or other customer database software is helpful, but not essential. Strong command of spoken and written English is important. Musical training and familiarity and affinity for Classical music is preferred, but not essential. Professional attire and comportment are expected. The most important "skills" are a positive and helpful attitude together with a willingness to learn and to be a team player.</p> <p>Familiarity with the Microsoft Office suite of programs is required. Strong command of spoken and written English is important. Musical or theatrical training, instrumental or choral experience, and familiarity with and affinity for classical music preferred but not essential. Exposure to education programs also useful, but not essential. Professional attire and comportment are expected. The most important "skills" are a positive and helpful attitude together with a willingness to learn and to be a team player.</p>	<p>Mr. Jack Fishman Executive Director 110 West Ocean Blvd., Suite 22 Long Beach, CA 90802 Tel: 562-436-3203 Fax: 562-491-3599 E-mail: <a href="mailto:jfishman@lbso.org">jfishman@lbso.org</a> Web: <a href="http://www.lbso.org">www.lbso.org</a></p>

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<p><b>Los Angeles Chamber Orchestra Society</b></p>	<p>Founded in 1968, the 40-member Los Angeles Chamber Orchestra is acclaimed for its virtuosic music-making and dynamic programming, with repertoire ranging from the 17th century through the present day. LACO presents 14 subscription concerts and several special events each season. Community engagement is essential to the orchestra's mission, with numerous in-school programs, community-based performances and family oriented concerts presented every year. LACO is committed to fostering strong arts leaders for the future by developing the skills of and providing experience to those considering a career in the field.</p>	<p><b>Marketing Intern</b>                      This summer internship at LACO offers opportunities to learn the basics of nonprofit management, with an emphasis on marketing. The majority of projects will support the orchestra's marketing staff with advertising, website and e-newsletter projects, producing printed materials, event planning and some general office tasks. In addition, the intern's long-term project will be to assist with the production and assembly of the orchestra's concert program books for the 2007-2008 season.</p> <p><b>Development Intern</b>                      This summer internship at LACO offers opportunities to learn the basics of nonprofit management, with an emphasis on fundraising and donor relations. The intern's long-term project will be editing and producing the orchestra's newsletter to be sent to approximately 1,500 donors. In addition, the intern will support the orchestra's Development team through grant writing and research, composing arts advocacy letters, writing donor acknowledgement letters, participating in departmental and general staff meetings, and assisting with some general office tasks.</p>	<p>Good written and verbal communication skills, flexibility, ability to prioritize and be organized; success in meeting deadlines; strong customer service and teamwork ethic; fluency in Word and Excel; familiarity with database work, Internet research, and InDesign or other layout/publishing software preferred; background in the arts or nonprofit fields helpful - desire to learn about them essential.</p> <p>Excellent written and verbal communications skills, flexibility, ability to prioritize and be organized; success in meeting deadlines; strong customer service and teamwork ethic; fluency in Word and Excel; familiarity with database work, Internet research, and InDesign or other layout/publishing software preferred; background in the arts or nonprofit fields helpful - desire to learn about them essential.</p>	<p>Ms. Kristy Hanson                      Marketing and Patron Services Associate                      707 Wilshire Blvd., Suite 1850                      Los Angeles, CA 90017                      Tel: 213-622-7001 x210                      Fax: 213-955-2071                      E-mail: <a href="mailto:kristyhanson@laco.org">kristyhanson@laco.org</a>                      Web: <a href="http://www.laco.org">http://www.laco.org</a></p> <p>Ms. Addie deHilster                      Associate Director of Development                      707 Wilshire Blvd., Suite 1850                      Los Angeles, CA 90017                      Tel: 213-622-7001 x211                      Fax: 213-955-2071                      E-mail: <a href="mailto:addiedehilster@laco.org">addiedehilster@laco.org</a>                      Web: <a href="http://www.laco.org">http://www.laco.org</a></p>

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<p><b>Los Angeles Children's Chorus</b></p>	<p>Los Angeles Children's Chorus (LACC) provides promising young musicians throughout the greater Los Angeles area with high-quality training in choral singing and musicianship, regardless of gender, race, creed or financial resources. In doing so, we promote the skills and values that are needed for success in any serious endeavor: focus, patience, discipline, and striving for the highest standards of excellence. LACC is the premiere source of child singers for the LA Opera, Philharmonic and Master Chorale. We also go on tour every year, singing for large audiences in other states and countries.</p>	<p><b>Opera Intern</b>                      The Opera Intern for the Los Angeles Children's Chorus will support the artistic staff in producing LACC's world premiere opera "Keepers of the Night." Hands on experience with a major production. Great experience for anyone considering a career in arts administration.</p> <p><b>Arts Administration Intern</b>                      The LACC Arts Administration Intern will provide critical support to LACC's Executive Director and Development team in the areas of fundraising and special events, marketing, general chorus and office administration, as well as opera production administration. This is an ideal internship for anyone interested in exploring all aspects and gaining a comprehensive overview of arts administration.</p>	<p>Applicants should be prompt, detail-conscious self-starters who enjoy learning independently, are able to multi-task, and who communicate well both orally and in writing. They should be familiar with Word, Internet Explorer and Microsoft Outlook. Prior knowledge of Los Angeles Children's Chorus is a major plus.</p> <p>Applicants should be prompt, detail-conscious self-starters who enjoy learning independently and who communicate well both orally and in writing. They should be familiar with Word, Excel, Internet Explorer and Microsoft Outlook. Prior knowledge of Los Angeles Children's Chorus is a major plus.</p>	<p>Ms. Rachel Fine                      Executive Director                      585 E. Colorado Blvd.                      Pasadena, CA 91101                      Tel: 626-793-4231                      Fax: 626-793-0173                      E-mail:  <a href="mailto:rfine@lachildrenschorus.org">rfine@lachildrenschorus.org</a>                      Web: <a href="http://www.lachildrenschorus.org">www.lachildrenschorus.org</a></p>

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<p><b>Los Angeles County Arts Commission</b></p>	<p>The Los Angeles County Arts Commission provides leadership in cultural services of all disciplines for the largest county in the United States, encompassing 88 municipalities.</p>	<p><b>Collections Intern – Civic Art</b>                      The Collections Intern will assist with the ongoing development of a database of the county’s collection of public art. This collection includes both historical and contemporary artworks located on county facilities and grounds. The intern will learn how to conduct a survey of an artwork and will identify and research pieces that will be recorded in the collection database. This research will be utilized to develop entries for our website <a href="http://lacountyarts.org/civicart_countyscollection.htm">http://lacountyarts.org/civicart_countyscollection.htm</a>.</p>	<p>Desirable qualifications: Strong interest in visual art, public art or historic preservation; Familiarity with database software, especially Access; Experience in writing summary descriptions of artworks and or architecture; Strong oral and written communications skills;                      Ability to research and summarize biographical information; Familiarity with digital cameras, scanners and basic photo editing; Ability to efficiently plan research visits to sites throughout the county – from Palmdale to Long Beach, Malibu to Pomona.</p> <p>Applicant must have a reliable car and a good sense of direction.</p>	<p>Ms. Alice Schock                      Graduate Intern                      500 West Temple St., Room 374                      Los Angeles, CA 90012                      Tel: 213-974-2229                      Fax: 213-625-1765                      E-mail: <a href="mailto:aschock@lacountyarts.org">aschock@lacountyarts.org</a>                      Web:  <a href="http://www.lacountyarts.org/civicart.htm">www.lacountyarts.org/civicart.htm</a></p>

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<p><b>Los Angeles County Arts Commission</b> <i>(cont.)</i></p>	<p>The Los Angeles County Arts Commission provides leadership in cultural services of all disciplines for the largest county in the United States, encompassing 88 municipalities. Arts for All is a ten-year plan providing a series of policy changes and educational initiatives creating systemic change and ensuring that every public school student in Los Angeles County will receive a high-quality K-12 arts education in dance, music, theatre and the visual arts, based on the Visual and Performing Arts Standards (VAPA) for California Public Schools. While the Blueprint has been developed for Los Angeles County, it is now a national model of how to restore and sustain arts education.</p>	<p><b>Arts for All – Arts Education Intern</b> The Arts for All intern functions as assistant to the arts education team, including the Director of Education, District Arts Manager, and Arts Education Manager for the LA County Arts Commission. This internship has a special emphasis on supporting the Arts for All Residency Program, a program specifically designed to place artists directly in the classrooms of Arts for All Districts that have adopted a long-range plan. This program will help districts implement the “Partnerships and Collaborations” component of their long-range plans, while providing a new earned income opportunity for artists and arts organizations.</p>	<p>Desirable qualifications: interest in arts education; detail oriented; good on the phone; facility with Microsoft Word, Excel, Access, Outlook, and Explorer.</p>	<p>Ms. Sofia Klatzker Arts Education Manager 500 West Temple St., Room 374 Los Angeles, CA 90012 Tel: 213-974-1007 Fax: 213-625-1765 E-mail: <a href="mailto:sklatzker@lacountyarts.org">sklatzker@lacountyarts.org</a> Web: <a href="http://www.lacountyarts.org/artsecuation.html">www.lacountyarts.org/artsecuation.html</a></p>

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<p><b>Los Angeles County Arts Commission</b> <i>(cont.)</i></p>	<p>The Los Angeles County Arts Commission provides leadership in cultural services of all disciplines for the largest county in the United States, encompassing 88 municipalities.</p>	<p><b>Organizational Development/ Grants Program Intern</b> The Organizational Development/Grants Program Intern will garner broad knowledge of the different facets of arts administration specific to the role of the Arts Commission's technical assistance and grant programs in Los Angeles County. The intern will be provided with key responsibilities as well as routine daily activities, in order to understand the broad range of activities arts administrators undertake on a daily, weekly, and monthly basis. The intern will work in an office environment that is creative and stimulating, and will be invited to sit in on various Arts Commission meetings in order to learn more about public policy, program management, community issues, and potential job opportunities. Major projects may include the development of a technical assistance resource guide, assisting with the revision of the Grants website and database management/design, outreach to potential new grants applicants, updating the County's Consultant Directory, and creating a brochure for the Arts Internship Program's Art Bus Tour. Intern may also assist with grantee site visits, coordination of select outreach programs including the Arts Town Hall and Arts Tune-Up program in June 2007, planning of the 2007 annual grantee reception, and auditing of selected professional development seminars and workshops associated with the Scholarship Program. Two new initiatives which the intern may also be involved in include the launch of the County's Municipalities Program and with further research on groups providing arts programs to the homeless.</p>	<p>Must be a motivated and self-directed student with an interest in organizational development or arts, public, or grants administration. Candidates must be able to demonstrate tact, diplomacy, and ability to multitask and handle confidential information. Candidates should have excellent writing skills, strong interpersonal and verbal communication skills, and must be detail oriented and computer literate (Microsoft Office Suite, Outlook, and Explorer preferred). Applicant must possess good organizational skills and work well with the public. Please use the following subject line for email applications: "2007 Internship Application - <i>Student's Name.</i>"</p>	<p>Mr. John Arroyo Org. Development Coordinator 500 West Temple St., Room 374 Los Angeles, CA 90012 Tel: 213-974-1396 Fax: 213-625-1765 E-mail: jarroyo@lacountyarts.org Web: www.lacountyarts.org</p>

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<p><b>Los Angeles Jewish Symphony</b></p>	<p>The Los Angeles Jewish Symphony is a metropolitan community orchestra dedicated to the performance of music by Jewish composers and/or about the Jewish experience. The orchestra was founded in 1994 by Artistic Director, Dr. Noreen Green.</p>	<p><b>Special Event, Marketing and Development Intern</b> LAJS seeks a self-directed, creative intern to assist in concert and fundraiser production; development research; and planning of marketing campaigns; and to assist in day-to-day operations.</p>	<p>The intern must be creative, resourceful and self-directed and must have a passion for music. Interest in Jewish life also helpful, though not necessary. The Intern should possess a working knowledge of the following computer programs; MS Word, MS Excel and Outlook. A knowledge of MS Publisher, Adobe Photoshop, Pages and ACT are a plus. Experience with Web Design is a STRONG plus. The intern should have good communications skills, be able to interact well with the public and should have good written and oral communication skills.</p>	<p>Ms. Maia Marko Administrator 15060 Ventura Boulevard, Suite 240 Sherman Oaks, CA 91403 Tel: 818-728-1923 Fax: 818-827-3903 E-mail: maia.marko@lajewishsymphony.com Web: www.lajewishsymphony.com</p>
<p><b>Los Angeles Music and Art School</b></p>	<p>The Los Angeles Music and Art School is a nonprofit organization serving students of all ages residing in East Los Angeles and its surrounding communities. We offer after-school, weekend and summer classes in music, art, dance, drama, graphic design and early childhood music instruction.</p>	<p><b>Event Planning/Production Assistant</b> Internship position available for student interested in fundraising, event planning and production.</p> <p><b>Teacher Assistant</b> Teaching Assistant Internship position available for Youth Summer Arts Enrichment Program.</p>	<p>Intern must be organized and have excellent verbal and written communication skills. Intern must be able to work independently, multi-task and meet deadlines. Excellent computer skills are a must including proficiency in Adobe Photoshop and Quark Express programs.</p> <p>Intern must have an interest in education and enjoy working with children in a creative environment. Intern must be an energetic and highly organized individual. Intern must have strong leadership skills, excellent communication skills and be able follow and give directions well.</p>	<p>Ms. Isela Sotelo Executive Director 3630 East Third Street Los Angeles, CA 90063 Tel: 323-262-7734 Fax: 323-262-2805 E-mail: isotelo@lamusart.org Web: www.lamusart.org</p>

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<p><b>Los Angeles Opera Company</b></p>	<p>Led by Placido Domingo, LA Opera has grown into one of the four largest opera companies in the United States, renowned for its visionary productions of classical and contemporary operas. The Company's mission is to create and produce opera of the highest international standards through which it can preserve and expand the opera tradition. LA Opera is committed to introducing the art form to new audiences through innovative outreach programs that serve community residents of all ages, of all ethnicities and socioeconomic backgrounds, at schools, in their neighborhoods, and at the Opera's home, the Dorothy Chandler Pavilion.</p>	<p><b>Education and Community Programs Intern</b>                      The Education and Community Programs Intern will assist in the production of programs for youth, families, and adults both at the Music Center and throughout the community. Intern will organize department auditions; assist with coordination of the youth Opera Camp; assist with volunteer training and management; further develop college outreach and coordinate Music Center intern activities. Some phones, filing, record keeping, and database management also involved. Schedule to include some nights and weekends.</p> <p><b>Development Intern</b>                      The Development Intern will assist in fundraising and development activities to support the productions, community events, and outreach programs of LA Opera. The intern will assist in the creation and assembly of grant proposals, budgets, and reports; will participate in prospect donor research; and will assist in tracking pending proposals and pledges. Some phones, filing, record keeping, and database management involved. The intern will also occasionally assist the Individual Giving staff and Special Events staff in fundraising activities.</p>	<p>High level of computer proficiency with experience working with the Windows operating system, MS Office Programs, internet, and e-mail. Previous database experience is helpful. Experience in internet research as well as excellent grammar and writing skills. Interest in opera, music, and arts education is a plus. Must have a valid drivers' license and access to a car.</p> <p>High level of computer proficiency with experience working with the Windows operating system, MS Office Programs, internet, and e-mail. Previous database experience is helpful. Prospective candidates will also have experience in internet research as well as excellent grammar and writing skills. Interest in opera, music, and/or fundraising and arts administration is a plus.</p>	<p>Ms. Jennifer Babcock                      Associate Director of Education &amp; Community Programs                      135 North Grand Avenue                      Los Angeles, CA 90012                      Tel: 213-972-7498                      Fax: 213-972-3007                      E-mail: <a href="mailto:jbabcock@laopera.com">jbabcock@laopera.com</a>                      Web: <a href="http://www.laopera.com">www.laopera.com</a></p>

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<p><b>Los Angeles Opera Company</b> <i>(cont.)</i></p>		<p><b>Marketing Intern</b> The Marketing Intern will assist in marketing and promotional activities to support the print advertising, e-marketing, direct mail, radio, brochure distribution and graphic design of LA Opera. The intern will assist in artist and production research; print advertising proofing, radio promotions, internet prospecting, invoicing, and budgeting. Some phones, filing, record keeping, and database management involved. The intern will also occasionally assist in Marketing events.</p>	<p>High level of computer proficiency with experience working with the Windows operating system, MS Office Programs, internet, and e-mail. Previous database experience is helpful. Experience in internet research as well as excellent grammar and writing skills. Interest in opera, music, and/or marketing and arts administration is a plus.</p>	

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<p><b>Los Angeles Philharmonic Association</b></p>	<p>Since its beginning in 1919, the Los Angeles Philharmonic Association has fulfilled its mission through subscription concerts, educational programs, community presentations, tours, and recordings that reflect its unique and innovative spirit. Today, under the leadership of Music Director Esa-Pekka Salonen, more than one million people attend Philharmonic concerts annually at Walt Disney Concert Hall and the Hollywood Bowl.</p>	<p><b>Artist Department Intern</b> The Artist Department Intern will assist in all aspects of artist arrangements for Los Angeles Philharmonic productions at the Hollywood Bowl. A large part of the intern's work will include coordinating the daily driving schedule and assisting with artist travel and ticket needs.</p> <p><b>Education Department Intern</b> Intern will support the Program Manager in administrative and on-site duties pertaining to SummerSounds: Music for Children at the Hollywood Bowl.</p>	<p>Must be highly organized, accurate, and detail-oriented. Must be reliable and dependable, as well as focused and self-motivated. Must be able to juggle large quantities of information and meet deadlines. Should possess strong oral and written communication skills. Should be a team player with the ability to remain calm under pressure. Must be computer literate (Word, Excel, Outlook, Internet). Should have an ambition to learn about production, and artist/orchestra management.</p> <p>Strong, inter-personal communication skills. Comfortable working with a large number of people. Strong interest in arts administration and/or arts education. Strong command of the English language in speech, writing, and reading. Highly organized, detail-oriented, and a self-motivated team player. Computer literate. Has access to reliable transportation.</p>	<p>Ms. Bronwyn Beck Artist Assistant 151 S. Grand Avenue Los Angeles, CA 90012-3034 Tel: 213-972-3434 Fax: 213-972-7397 E-mail: bbeck@laphil.org Web: www.laphil.com</p> <p>Ms. Elsje Kibler Vermaas Education Programs Manager 151 S. Grand Avenue Los Angeles, CA 90012-3034 Tel: 213-972-0705 Fax: 213-972-7650 E-mail: ekiblervermaas@laphil.org Web: www.laphil.com</p>

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<p><b>Los Angeles Philharmonic Association</b> <i>(cont.)</i></p>		<p><b>Orchestra Library Intern</b> Primary responsibility will be to verify and correct the the 88-yr performance history in the Orchestra Planning and Administration System (OPAS) database of the Los Angeles Philharmonic. Additional duties will include light office support. The work will take place in the fast-paced Music Library located backstage at the Walt Disney Concert Hall where sheet music is prepared for the Hollywood Bowl summer concerts and the Los Angeles Philharmonic. The intern will gain a behind-the-scenes view of the production of live classical performances.</p>	<p>High degree of computer aptitude. Personable and detail-oriented. Musical knowledge and training helpful.</p>	<p>Ms. Kazue McGregor Librarian 151 S. Grand Avenue Los Angeles, CA 90012-3034 Tel: 213-972-7313 Fax: 213-972-8092 E-mail: <a href="mailto:kmcgregor@laphil.org">kmcgregor@laphil.org</a> Web: <a href="http://www.laphil.com">www.laphil.com</a></p>

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<p><b>Los Angeles Women's Theatre Festival</b></p>	<p>The Los Angeles Women's Theatre Festival annually presents original, solo dramatic works, encompassing a variety of genres. The festival is presented in March in celebration of Women's History Month. Throughout the remainder of the year, LAWTF offers challenging writing and drama workshops for children and adults.</p>	<p><b>Theatre Festival Assistant</b>                      The Theatre Festival Assistant's primary project will be to take charge of the performer submissions process for the 2008 Los Angeles Women's Theatre Festival and to provide daily operations support across the spectrum of administration, including general administrative, educational programming, development, marketing and graphic design support. The skills and interest of the Intern will be considered in assigning job duties.</p>	<p>LAWTF seeks an organized, self starter with a passion for LAWTF's mission. Applicants should possess the following:</p> <p>Strong verbal and written communication skills. Previous experience working in an office is highly desirable. Creative problem solving skills. Working knowledge of PC computers using Word, Excel and other basic software programs. Basic bookkeeping knowledge is desirable. Graphic design skills are highly desirable.</p>	<p>Ms. Adilah Barnes                      Executive Producer                      11411 Cumpston Street                      Suite 204                      North Hollywood, CA 91601                      Tel: 818-760-0408                      Fax: 818-760-0506                      E-mail: lawtfspotlight@yahoo.com                      Web: www.lawtf.com</p>

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<p><b>Lula Washington Contemporary Dance Foundation</b></p>	<p>The Lula Washington Dance Theatre(LWDT)is comprised of a nationally acclaimed touring ensemble, two youth dance ensembles, and a dance school for students ages 3 to 80. Established in 1980, LWDT provides a creative outlet for dance artists in the inner city as well as a haven where young people can develop self confidence, a strong work ethic, a "can do" attitude, and respect for others. LWDT provides youth with a creative alternative to drugs, violence, gangs and failure. It's dance facility is a source of pride in the community.</p>	<p><b>Administrative Assistant- Dance School</b>                      Lula Washington Dance Theatre seeks and Administrative Intern for its dance school. Duties include: working with the Associate Director on the daily operation of the dance school; registering new students; collecting class fees; assisting in the scheduling of classes and teachers; answering telephone inquiries related to the school; assisting with the operation of the Summer Dance Camp and Summer Intensive for professional and aspiring dancers; maintaining client data base; assisting in the planning and implementation of the summer recital.</p> <p><b>Marketing and Development Intern</b>                      Lula Washington Dance Theatre seeks a Marketing &amp; Development Intern for the summer. The Intern will work to secure individual donations, corporate sponsorships, and grants for LWDT's 2008 season of performances. This includes researching potential funding sources, facilitating communications with our individual donors and corporate sponsors and following up with potential marketing/development leads.</p>	<p>Applicants must know know MS Word, Excel, and have internet/email skills. Intern must have good oral and written communication skills, good clerical and customer service skills, and be able to work with a diverse client base. While the intern will work as part of a team, the ability to work independently is a must. The intern must be professional, dependable, responsible, well spoken, easy to work with, and have a demonstrated record of trustworthiness. Knowledge of dance or performing arts is desired but not required.</p>	<p>Mr. Erwin Washington                      Executive Director                      3773 S. Crenshaw Blvd                      Los Angeles, CA 90016-5850                      Tel: 323-292-5852                      Fax: 323-292-5851                      E-mail: LULADANCE@AOL.COM                      Web: www.lulawashington.com</p>

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<p><b>National Association of Latino Independent Producers</b></p>	<p>NALIP is a national organization that supports the professional development of Latino/a film, television and documentary makers: writers, producers, directors, students, educators, performers &amp; activists. We seek to increase the quality and quantity of images by and about Latinos everywhere you see media.</p>	<p><b>Latino Producers Academy Assistant Coordinator</b>                      NALIP Latino Producers Academy(tm) Assistant Project Coordinator participates in all aspects of the preparation and execution of our 10-day Latino filmmaker program. From processing the applicants to admitting Latino/a documentary and feature Fellows, to preparing and producing the Latino Producers Academy with select talent and their film/documentary works-in-progress.</p> <p><b>Membership Office Intern</b>                      Membership Office support for Latino/a media organization including eNewsletter, member services, office management, and special project support including community outreach to Los Angeles Film Festival and 10-day Latino Producers Academy for feature and documentary producers &amp; directors.</p>	<p>Word processing, organizational skills, good phone manner, energetic, proactive attitude. Awareness of or interest in independent film or documentary world a plus. Minorities highly encouraged to apply!!</p> <p>Word processing and dataprocessing a plus. Microsoft word, Excel and, if possible, File Maker Pro (we will train). Good phone manner, attention to detail. Awareness or interest in independent film or documentary world a plus. Minorities encouraged to apply!!</p>	<p>Mr. Octavio Marin                      Signature Programs Director                      P.O. Box 1247                      Santa Monica, CA 90406                      Tel: 310-457-8880                      Fax: 310-395-8811                      E-mail: moramar@msn.com                      Web: www.nalip.org</p> <p>Mr. Daniel Eduvijes Carrera                      Membership Coordinator                      P.O. Box 1247                      Santa Monica, CA 90406                      Tel: 310-395-8880                      Fax: 310-395-8811                      E-mail: membership@nalip.org                      Web: www.nalip.org</p>

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<p><b>Odyssey Theatre Foundation</b></p>	<p>The Odyssey Theatre Ensemble is a 38 year-old producing theatre company, which occupies a 3-99 seat theatre complex in West Los Angeles. It's Nine-Play Season consists of innovative work from the international theatre scene, new American plays, and classics, revitalized via some fresh approach.</p>	<p><b>Assistant to Artistic Director</b>                      The student intern will assist the Artistic Director and Associate Artistic Director in the day-to-day operation of a bustling 3-theatre complex producing 9 season productions per year, assisting in casting, creative meetings, scheduling, designer and director liasons, staff meetings, correspondence for potential projects, rights research etc. A primary project, spearheaded by the intern will renew contact with a large number of artists in order to create a comprehensive artist resource file.</p> <p><b>Assistant to Production Manager</b>                      The selected intern will function as the primary Production Assistant on one OTE Season production, directly aiding the show's director, As well, he/she will assist the OTE Production Manager and Technical Director in the day-to-day production activities happening in the OTE's 3-theatre complex. This will include all aspects of mounting and/or maintaining 3-4 different productions during the intern's residency.</p>	<p>The prospective intern should be keenly interested in acquiring a panoramic view of all that is required to run a theatre from the creative and production standpoints. He/She should be computer literate, have a good sense of organization and have a modicum of entrepreneurial ability.</p> <p>Certainly a basic knowledge of some of the production and/or technical aspects of theatre would be most helpful, but not essential. Organizational ability and an attention to detail are necessary, as is an ability to learn by observation.</p>	<p>Mr. Ron Sossi                      Artistic Director                      2055 South Sepulveda Blvd.                      Los Angeles, CA 90025                      Tel: 310-477-2055                      Fax: 310-444-0455                      E-mail: rishiman@aol.com                      Web: odysseytheatre.com</p>

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<b>Other Side of the Hill Productions</b>	The Road Theatre Company is a highly respected, award-winning non-profit theatre celebrating its 16th year in 2007. Located in the heart of the NoHo Arts District, we are dedicated to bringing the Los Angeles theatre goer affordable, high quality, challenging and thought-provoking productions.	<b>Marketing Intern</b> Opportunity to participate in the operations of a leading nonprofit theatre in Los Angeles. Through a combination of learning experiences, work projects and group collaborations, intern will become an integral member of our team. Responsibilities include developing and implementing marketing survey, researching group sale prospects and participating in the daily operations of the theatre.	Preferred: A strong passion for the performing arts; familiarity with Word, Excel and FileMaker Pro programs; comfortable using the internet for research. Dependability and punctuality are mandatory.	Mrs. Heather Moses Development Director 5108 Lankershim Blvd. North Hollywood, CA 91601 Tel: 310-752-7568 Fax: 818-761-1378 E-mail: hemoses@msn.com Web: www.roadtheatre.org
<b>Outfest</b>	OUTFEST is a 25 year-old nonprofit organization whose mission is to protect our past, showcase our present and nurture our future by fostering artistic expression of gender, sexuality and LGBTQ culture and its transformative social impact on the world. Over the last two decades, OUTFEST has presented over 4,000 international film and video titles to a loyal audience exceeding half a million people. The largest film festival in the region, our July festival is also the largest arts and culture event within the gay and lesbian community of Southern CA.	<b>Film Trafficking Assistant</b> The Film Trafficking Assistant will be trained in and maintain a computerized tracking system for the approximately 200 films and videotapes showcased at the festival. Because the films screened come from across the country and around the world, this intern has a tremendous amount of responsibility in ensuring that each film arrives in a timely manner and continues on to its next destination safely.  <b>Outreach Assistant</b> The Outreach Assistant will work with representatives from collaborating community-based organizations to design an outreach plan to ensure larger and even more diverse attendance at the festival. The intern will also participate in outreach to volunteers, as well as in the annual Christopher West Pride Parade & Festival.	No special skills are required, however, internship candidates should have good organizational and communication skills, as well as an ability to function effectively in a diverse workplace environment. Mac computer experience and an interest in gay and lesbian film and video are a plus.	Ms. Susan Ferris Administrative Director 3470 Wilshire Blvd., Suite 1022 Los Angeles, CA 90010 Tel: 213-480-7088 Fax: 213-480-7099 E-mail: outfest@outfest.org Web: www.outfest.org

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<b>P.S. ARTS</b>	P.S. ARTS, a non-profit 501(c)(3) organization, exists to provide public school students with rigorous, comprehensive, year round classes in the arts during regular school hours: primarily in music, visual and/or theater arts, as determined by the needs of each particular school. To a lesser extent, we provide dance instruction based on partner schools' needs. As part of the agreement with each of the 24 partner schools, nearly 100% of the students participate in our in-school arts classes. In addition, we offer professional development programs to classroom teachers that integrate the arts into the teaching of core curriculum subjects.	<b>Development Intern</b> The Development Intern will work closely with the Director of Development and Development Services Manager to create a comprehensive and up to date fundraising schedule for Fiscal Year 2008 using Raiser's Edge donor management software, research prospective donors, assist with gift processing, grantwriting and other duties as assigned.	Intern applicants should be self-directed, detail oriented, possess good written and verbal communication skills, work well under deadlines, know Microsoft Office software, be comfortable in both Mac and PC environments and must have excellent research skills.	Mr. Viva Krasinski Development Services Manager 11965 Venice Boulevard, Suite 201 Los Angeles, CA 90066 Tel: 310-586-2386 Fax: 310-586-1608 E-mail: viva.krasinski@psarts.org Web: www.psarts.org
<b>Pacific Resident Theatre</b>	Pacific Resident Theatre is a highly respected non-profit theatre company located in Venice, California. PRT is an ensemble company of actors, directors, designers, and playwrights dedicated to producing the great works of known playwrights, unearthing uncommon and seldom seen classics, and discovering new and innovative plays by developing writers.	<b>Marketing Intern</b> The intern will work closely with the Administrative staff in preparing for the upcoming season in the areas of marketing and publicity, and will assist in all areas of production and marketing for our summer series show. There is an opportunity to work closely with our Administrative staff in the areas of fundraising, grant research, archival materials, and donor and subscriber campaigns.	We need someone who is patient and pays attention to detail. He should have excellent writing and oral skills, be proficient in Word, Excel, and the internet. Dependable and punctual is a necessity. He should be able to multi-task, and work well with others and independently. We prefer someone majoring in the theatre or arts administration. We prefer someone with an interest in the arts and its community who can assist our organization's growth. They should be open to taking on all areas of production in a company-based theater and should not be afraid to get their hands dirty. Able to climb ladders.	Ms. Jennifer Lonsway Business Manager P.O. Box 568 Venice, Ca 90294 Tel: 310-301-3971 Fax: 310-301-3907 E-mail: prtjennifer@earthlink.net Web: www.pacificresidenttheatre.com

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<b>Pasadena Arts Council</b>	The Pasadena Arts Council supports and promotes the arts in the region by encouraging participation in and appreciation of the arts; facilitating communication among arts organizations and the community; recognizing community members for significant contributions to the arts; awarding scholarships to high school students who show special promise; and advocating for financial support for the arts from public and private sources.	<b>Administrative Assistant</b> Pasadena Arts Council intern will assist in project coordination for "Art & Ideas," a 3-week citywide multidisciplinary exhibition and performance festival which will open in October 2007. The intern will create a master calendar of all festival activities, assist with marketing and media relations, and will also assist with ongoing activities of the Pasadena Arts Council.	Candidate must be proactive, highly organized, accurate and detail-oriented. Ability to work independently, multitask and be flexible are essential for this small, fast-paced organization with a large-scale project. High computer proficiency with MS Word and Excel. Excellent interpersonal skills a plus. Interest in a variety of art forms helpful. Production experience helpful.	Ms. Terry LeMoncheck Executive Director 65 S. Grand Ave. Pasadena, CA 91105 Tel: 626-793-8171 Fax: 626-793-5521 E-mail: tlemoncheck@pasadenaartscouncil.org Web: www.pasadenaartscouncil.org
<b>Pasadena Conservatory of Music</b>	The Pasadena Conservatory is a non-profit community music school whose mission is to educate, advocate, inspire and share through music study and performance. The Conservatory offers a comprehensive and innovative music curriculum taught by a highly trained faculty of 56. It provides lessons and classes for nearly 1400 students onsite – from newborns to lifelong learners – and more than 3,000 students through extensive outreach programs in the Pasadena Unified school district. In its own performance hall in other venues throughout the city, the Conservatory presents more than 80 concerts, recitals and masterclasses every year.	<b>Program/Project Assistant</b> This position will provide key program planning support for two PCM faculty members and an art teacher in running a two-week summer Jazz Camp and multicultural Young Musicians Camp. Areas of responsibility will includes marketing and program planning in advance of the camps; preparing and constructing class and performance materials; coordinating parent volunteers; planning and supervising camp mealtime sessions; helping with event details as needed; general program planning support for the new school year.	Preferred: background and strong interest in music/art; experience in working with children. Required: excellent communication, interpersonal, research and organizational skills; good computer skills and working knowledge of Microsoft Office; ability to function well in a team-oriented work environment; enjoy working with children in a creative environment.	Ms. Gina DiMassa Director of Development 100 North Hill Avenue Pasadena, CA 91106 Tel: 626-683-3355 Fax: 626-683-3303 E-mail: gdimassa@pasadenaconservatory.org Web: www.pasadenaconservatory.org

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<b>Pasadena Dance Theatre</b>	Pasadena Dance Theatre is a non-profit arts organization bringing professional quality classical and modern ballet performance to the San Gabriel Valley. In addition to its performing company, Pasadena Dance Theatre's Conservatory offers exceptional pre-professional dance training and educational programs to the community.	<b>Public Relations/Development Intern</b> The Intern will assist in production and distribution of promotional and fundraising materials for Pasadena Dance Theatre's 2007-08 Dance Season.	The Intern will need to be familiar with the use of computers. Knowledge of graphics programs like Photoshop, Illustrator and layout programs like Quark is desirable, but not required. The Intern will need to have word processing skills. Demonstrated skill in writing is also desirable.	Ms. Cynthia Young Artistic/Executive Director 1985 E. Locust St. Pasadena, CA 91107 Tel: 626-683-3459 Fax: 626-683-3559 E-mail: pasadenadance@earthlink.net Web: www.pasadenadance.org
<b>Pasadena Junior Theatre</b>	Award winning Pasadena Junior Theatre serves the youth and community of Pasadena with productions by and for children, theatrical classes, and advance level training accepted by audition only. Through onstage and backstage involvement, children gain personal development as we promote commitment and teamwork. Pasadena Junior Theatre is a nationally awarded theatre arts program, recognized for their outstanding arts programming within their community.	<b>Assistant to the Artistic/Executive Director</b> Assist the Artistic/Executive Director of an established and growing non-profit children's theatre company. Duties will include development of student enrollment and new programming, development of community alliances and possible collaborations, production assistance on two summer productions, including two workshop performances, and general office administration and management.	A desire to work and be around children ages 3-18. People and project management skills; Ability to be proactive and to initiate projects; Ability to anticipate the needs of AD/ED; Excellent telephone and inter-personal skills; An energetic and supportive personality; Good organizational skills; Good writing and communication skills; Excellent computer skills (specifically microsoft work, excel, outlook, publisher)	Ms. Devon Yates Artistic/Executive Director 75 N. Marengo Avenue Pasadena, CA 91101 Tel: 626-577-5922 Fax: 626-793-7517 E-mail: devon@pasadenajuniortheatre.org Web: http://www.pasadenajuniortheatre.org

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<p><b>Pasadena Playhouse State Theatre of California</b></p>	<p>Pasadena Playhouse is a professional, nonprofit theatre that develops and presents a culturally diverse variety of theatrical productions at the highest level of artistry. The Playhouse annually presents seven plays on the mainstage to a highly diverse audience of 150,000 people from throughout Southern California. In addition, the Playhouse encourages the development of new work and young artists and engages underserved audiences through Outreach and Education programs.</p>	<p><b>Development Intern</b>                      The Development Intern will work with the staff of the Development Department and with members of Board committees in planning and implementing fundraising activities of the theatre. Duties and responsibilities will include donor prospect research, assisting in event planning, writing, preparation of solicitation materials and lists, and attending committee meetings.</p> <p><b>Marketing and Public Relations Intern</b>                      The Marketing and Public Relations Intern will work with the department staff to identify and cultivate new audiences through special promotions and campaigns. The intern will also work to help engage local, regional, and national media to publicize both current and future productions and enhance the reputation of the theatre.</p> <p><b>Operations Intern</b>                      The Playhouse Operations Intern will work on projects in the areas of Finance, Human Resources, and Office/Facilities Management. This will include practical day-to-day tasks as well as participating in a financial audit, and improving administrative record keeping, and financial systems.</p>	<p>Basic computer knowledge is required. Good written and oral communication skills are highly desirable, as is the ability to interact with donors, volunteers, and the public. Event coordinating and planning skills are highly desirable.</p> <p>Basic knowledge of computer word-processing is required. Good writing skills are highly desirable. The ability to interact well with the public and press is important.</p> <p>Knowledge of Word, Excel, Quickbooks, excellent Internet research skills, and basic knowledge of accounting are required. Good organizational skills and attention to detail are also very important for this internship.</p>	<p>Mr. Brad Price                      Director of Institutional Giving                      39 S. El Molino Ave.                      Pasadena, CA 91101-5220                      Tel: 626-792-8672                      Fax: 626-792-7343                      E-mail:  <a href="mailto:bprice@pasadenaplayhouse.org">bprice@pasadenaplayhouse.org</a>                      Web:  <a href="http://www.pasadenaplayhouse.org">www.pasadenaplayhouse.org</a></p>

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<p><b>Pasadena Symphony Association</b></p>	<p>For 80 years, The Pasadena Symphony has been accomplishing its mission of providing excellent music while benefiting the community through its education and outreach programs. Each season, The Pasadena Symphony provides a critically acclaimed eight concert series. In addition to its subscription concerts, the Symphony provides several education and outreach programs for the community, benefiting thousands of Los Angeles County residents each season.</p>	<p><b>Education Intern</b>                      The Pasadena Symphony seeks an Education Intern to assist with its vast array of education and outreach programs that benefit thousands of community members each season. The intern will work closely with the Education Director on the long-term project of producing a concert guide for TEMPO, the Symphony's flagship education program, as well as updating program literature for three other music education programs.</p> <p><b>Finance Intern</b>                      The Pasadena Symphony seeks a Finance Intern to assist with general finance and accounting tasks. The intern will be involved in preparation for the Symphony's annual audit, as well as accounts payable and receivable, financial statement preparation and general business support.</p>	<p>The Education Intern must possess the following qualifications: excellent organizational and communication skills, the ability to handle multiple projects within a specified timeframe, the ability to work independently and a team, knowledge of Microsoft Office, Adobe Illustrator and/or Photoshop, and basic HTML. Familiarity with conversion formats and InDesign or Quark is preferred, but not required.</p> <p>This position requires strong communication and interpersonal skills. The successful candidate for this position will be extremely detail-oriented, reliable, adaptable and able to multi-task, learn quickly and work independently with minimal supervision. The successful candidate must be able to positively represent the Pasadena Symphony to board members, donors, subscribers and the general public. Strong computer skills are a must, especially in Word and Excel.</p>	<p>Ms. Jerri Price                      Director of Education                      2500 East Colorado Blvd., # 260                      Pasadena, CA 91107                      Tel: 626-793-7172                      Fax: 626-793-7180                      E-mail:  <a href="mailto:jprice@pasadenasymphony.org">jprice@pasadenasymphony.org</a>                      Web:  <a href="http://www.pasadenasymphony.org">www.pasadenasymphony.org</a></p> <p>Ms. Darice Bailey                      Director of Finance                      2500 East Colorado Blvd., # 260                      Pasadena, CA 91107                      Tel: 626-793-7172                      Fax: 626-793-7180                      E-mail:  <a href="mailto:dbailey@pasadenasymphony.org">dbailey@pasadenasymphony.org</a>                      Web:  <a href="http://www.pasadenasymphony.org">www.pasadenasymphony.org</a></p>

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<p><b>Pasadena Symphony Association</b> <i>(cont.)</i></p>		<p><b>Development Intern</b> The Pasadena Symphony seeks a Development Intern to assist with various fundraising activities, including donor relations, corporate relations, and special events planning. The intern will work closely with the Assistant Director of Development to administer the Symphony's Gold Patron Program as well as aid in prospect research and other departmental needs.</p>	<p>The Development Intern must possess the following qualifications: excellent oral and written communication skills and confidence in exercising those skills (particularly via telephone), strong organizational skills, an outgoing personality, creative abilities, the ability to work independently and as a team member, and the ability to handle multiple projects within a specified timeframe. Knowledge of Microsoft Word, Outlook, and Excel required. Experience with Raiser's Edge a plus. Excellent research skills a must, as well as confidence in interfacing with donors and corporate leaders.</p>	<p>Ms. Christina Fierro Assistant Director of Development 2500 East Colorado Blvd., # 260 Pasadena, CA 91107 Tel: 626-793-7172 Fax: 626-793-7180 E-mail: <a href="mailto:cfierro@pasadenasympphony.org">cfierro@pasadenasympphony.org</a> Web: <a href="http://www.pasadenasympphony.org">www.pasadenasympphony.org</a></p>

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<b>PEN Center USA</b>	PEN Center USA is a literary arts non-profit dedicated to fostering and defending freedom of expression locally and globally. PEN sponsors local writing programs in underserved communities, high profile literary events, and advocacy campaigns for unjustly imprisoned writers worldwide.	<b>Literary Programs &amp; Events Intern</b> This intern will be involved with the various aspects of planning and implementing successful literary events and programs including; community writing panels and toolboxes, literary awards galas, high-profile literary readings, and community outreach campaigns. The intern will be involved with all aspects of planning and implementation including: marketing, research, publicity, materials development, writing and editing, and event logistics.	The ideal intern for this program will be interested and knowledgeable about contemporary literary arts and writers, will be creative, intuitive, detail-oriented, and quick. Specifically, someone who has strong interpersonal skills (as this person will be interacting with industry professionals), computer savvy (either MAC or PC - any design experience helpful), strong writing and proofreading skills.	Ms. Christine Lanoie-Newman Development Director c/o Antioch Univ. 400 Corporate Pointe Culver City, CA 90230 Tel: 310-862-1555 Fax: 310-862-1556 E-mail: christine@penusa.org Web: www.penusa.org

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<p><b>Performing Arts Center of Los Angeles County</b></p>	<p>Ranked with New York's Lincoln Center and the Kennedy Center in Washington D.C., the Los Angeles-based Music Center is one of the nation's three largest producing centers for the performing arts. It is home to four internationally renowned resident companies and also presents touring ensembles. Moreover, the Music Center is a national leader in producing in-school arts programs. Each year, Music Center performances serve an audience of 1.3 million and education programs reach more than 250,000 children, teachers, and parents.</p>	<p><b>Institute for Educators Intern</b>                      The intern will provide support to the Director of Education and her staff in developing, producing, and documenting the Music Center's weeklong Institutes for Educators. The Institute is an intensive course designed for K-8 educators who want to gain skills needed to teach music, theatre, dance, and/or the visual arts. The course consists of opening performances, 5-day sequential hands-on workshops, and facilitation of teacher-created curriculum units led by distinguished professional artists and educators.</p> <p><b>Presentations and Programming Intern</b>                      Intern will provide programmatic and general administrative support in the Department of Planning, Programs and Presentations in the Music Center, working on several dance projects that are integral to the Music Center's public presentations and new program development.</p>	<p>Familiarity with Windows and knowledge of MS Word and Excel are essential. Problem-solving and organizational skills are required, as well as the ability to take initiative in carrying out responsibilities with professionalism. We need an enthusiastic and detail-oriented individual, who is eager to aid classroom teachers in their professional development in the arts via our Institute setting. An interest art education and/or performing arts administration is a "plus."</p> <p>Knowledge of computer programs (including proficiency in Excel, Word, Outlook, and database programs) is necessary. Interest in dance and Spanish speaking a plus; exhibit proficient writing ability and attention to detail and accuracy, as well as good verbal communication skills and comfortable with public interaction</p>	<p>Ms. Annette Simons                      Executive Director,                      Institutional Giving                      135 North Grand Avenue                      Los Angeles, CA 90012                      Tel: 213-972-3302                      Fax: 213-972-4301                      E-mail: <a href="mailto:asimons@musiccenter.org">asimons@musiccenter.org</a>                      Web: <a href="http://www.musiccenter.org">www.musiccenter.org</a></p>

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<p><b>Performing Arts Center of Los Angeles County</b> <i>(cont.)</i></p>		<p><b>Marketing &amp; Communications Intern</b> The intern is responsible for supporting various facets of the organization’s marketing and communications department. This responsibility includes researching and writing for Music Center publications and press releases, supporting the web site and assisting with tourism outreach. Intern will also have opportunity to research and implement an electronic media travel and tourism campaign, introducing potential buyers to Music Center events and activities.</p>	<p>Knowledge of computer programs (including Microsoft Office and Excel) is necessary. Ability to work independently and meet deadlines is important, as is attention to detail.</p>	

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<b>Powerhouse Theatre Company (fka The Common Loon)</b>	The mission of The Powerhouse Theatre is to provide a home where art and artist are both cared for and challenged in a community based upon mutual respect. We are dedicated to a greater understanding of ourselves and the world we live in. Our process-oriented approach to theatre is designed to explore the medium in innovative ways and provide artists with the opportunity to develop and share their work. It is a commitment to theater as an "educational tool" that drives the Powerhouse community.	<b>Production and Marketing Internship</b> Working at Santa Monica's Powerhouse Theatre, the production and marketing intern will have hands-on experience with mainstage productions as well as an integral role in the creation and development of a season brochure and marketing campaign. If you're interested in a career in arts administration and want to get really involved in a growing arts organization (called the HBO of small LA theatre), then the Powerhouse is the place for you.	Interns should have a working knowledge of microsoft word and excel as well as an ability to work with photoshop and other drawing tools. Enthusiasm and excitement are the most important tools for the job. We are looking for someone who can deal with an artists' mentality and is also someone who is willing to be an extrovert in the community.	Mr. Eric Sims Managing Artistic Director 3809 Laurel Canyon Blvd Studio City, CA 91604 Tel: 310-396-3680 Fax: 310-260-3415 E-mail: <a href="mailto:info@powerhousetheatre.com">info@powerhousetheatre.com</a> Web: <a href="http://www.powerhousetheatre.com">www.powerhousetheatre.com</a>
<b>Santa Cecilia Opera and Orchestra Association</b>	Santa Cecilia Orchestra was established in 1992 to address the need for a wider culture of music in Los Angeles. Our mission is: through live performances and stimulating music education programs, to share the beauty and inspiration of classical music with Southern California audiences, giving special focus to Latino communities that are underserved and underrepresented by the arts. The Orchestra has developed a dynamic program for making music more accessible to everyone in Los Angeles by offering free or affordable concerts of high quality and a music education program for elementary schools.	<b>Assistant to the Executive/ Artistic Director</b> Duties will include: updating orchestra and donor database, assistance with audience development and development of group ticket sales. Assist the Director with fundraising efforts through research of prospective donors, grant opportunities and orchestra program book. Assist in the creation of a fundraising plan. Organizing program files and creating a program calendar. Assisting with compiling of promotional materials and mailings as well as other general office tasks.	Required: Excellent organizational skills, communication skills, both oral and written. Excellent internet research skills. punctuality, reliability, follow through, attention to detail. a flexible, energetic, creative individual, highly organized, as well as focused and self-motivated; able to juggle multiple tasks and meet deadlines. Computer skills : Apple Computer - Microsoft Word, Excel, and general programs. Car required.	Ms. Sonia Marie De Leon Director 2759 West Broadway L.A., Ca 90041-1038 Tel: 323-259-3011 Fax: 323-257-0889 E-mail: <a href="mailto:santaceciliao@aol.com">santaceciliao@aol.com</a> Web: <a href="http://scorchestra.org">scorchestra.org</a>

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<p><b>Santa Monica Cultural Affairs Division</b></p>	<p>A division of the Community and Cultural Services Department, the Cultural Affairs Division facilitates access to arts and cultural opportunities for Santa Monica residents and visitors. Along with the Arts Commission, the Division serves as an advocate for ongoing support for the arts and culture before all City agencies and with the private sector. Staff for the Division includes four full-time employees, as well as part-time and contract support. Major program areas include Grants, Public Art, the Miles Playhouse, and the Santa Monica Festival, and production of other community cultural events.</p>	<p><b>Cultural Affairs Intern</b> Working closely with permanent staff, the Cultural Affairs Division Intern will serve as assistant producer of Jazz on the Lawn, an outdoor concert series and assist in the general operation of the Cultural Affairs Division office.</p>	<p>Use of MS Word computer programs; Writing skills; Ability to work well with others and the public; Good organizational skills</p>	<p>Mr. Hamp Simmons Cultural Affairs Supervisor 1685 Main Street Santa Monica, CA 90401 Tel: 310-458-8350 Fax: 310-917-6641 E-mail: hamp.simmons@smgov.net Web: www.arts.santa-monica.org</p>

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<b>Shakespeare at Play</b>	Since its founding as a non-profit classical professional theatre company in 1999, Shakespeare At Play has pursued an arts and education mission which includes: 1) producing the plays of William Shakespeare and other classic plays; 2) professionally mentoring young students into the arts unions; and 3) teaching Shakespeare and other classical literature at elementary, secondary and graduate levels. Shakespeare At Play's ensemble has won numerous theatrical awards, and over 150 commendations from school officials, elected government officials, and community leaders. Both our track record and our high impact are evident in our roles as the official Shakespeare company for both the City of Burbank and the Huntington Library, Museum & Gardens in San Marino, CA. In 2006, we served 37,400 students at 24 sites.	<b>Administration Intern</b> The Shakespeare At Play Administration Intern will focus on three priorities: 1) Complete a comprehensive fundraising project in support of our Shakespeare After School Program; 2) Participate in community relations work by attending meetings with key community stakeholders; and 3) Organize the flow of information associated with the production of at least four Shakespeare At Play performances at school or community facilities.	Knowledge of Word, Excel, and Power Point required. Good writing and language skills essential.	Ms. Deborah Gates Executive Director 328 N. Brighton Street Burbank, CA 91506-2104 Tel: 818-566-1925 Fax: 818-566-1925 E-mail: klumpdog@earthlink.net Web: www.shakespeareatplay.org

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<p><b>Shakespeare Festival LA</b></p>	<p>Shakespeare Festival/LA's mission is to enchant, enrich, and build community through theatrical traditions that are accessible to all. During the summer, SF/LA presents its critically acclaimed Summer Festival – a free outdoor production that artfully blends Shakespeare's text with images and forms reflecting Los Angeles and its diverse culture.</p>	<p><b>Production Intern</b> The Production Intern will support the 2007 Summer Festival by participating in all aspects of production – from scheduling to budgeting, from opening night to strike. The intern will have responsibilities managing theater union contracts and the day-to-day operations of the production.</p> <p><b>Development Intern</b> The Development Intern will play a key role at Shakespeare Festival/LA during the Summer Festival by managing the Corporate Membership program, hosting receptions, writing a grant proposal, and helping the Development department to run smoothly.</p>	<p>Some knowledge of producing a live performance. Ability to use common sense in problem-solving situations. Ability to work calmly in a high-pressure, fast-paced environment. Flexible schedule, including weekend and evening hours. Computer literate, with proficiency in spreadsheet and word processing software. Strong interpersonal skills. Excellent written and verbal communication skills</p> <p>Some knowledge of theater. Ability to use common sense in problem-solving situations. Ability to work calmly in a high-pressure, fast-paced environment. Flexible schedule, including weekend and evening hours. Appetite for and ability in research. Computer literate, with proficiency in spreadsheet and word processing software. Strong interpersonal skills. Excellent written and verbal communication skills</p>	<p>Ms. Sara Adelman Director of Operations 1238 W. 1st Street Los Angeles, CA 90026 Tel: 213-481-2273 Fax: 213-975-9833 E-mail: <a href="mailto:Sara@shakespearefestivalla.org">Sara@shakespearefestivalla.org</a> Web: <a href="http://www.shakespearefestivalla.org/">http://www.shakespearefestivalla.org/</a></p> <p>Ms. Lisa Szlovits Development Associate 1238 W. 1st Street Los Angeles, CA 90026 Tel: 213-481-2273 Fax: 213-975-9833 E-mail: <a href="mailto:lisa@shakespearefestivalla.org">lisa@shakespearefestivalla.org</a> Web: <a href="http://www.shakespearefestivalla.org/">http://www.shakespearefestivalla.org/</a></p>

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<b>Skirball Cultural Center</b>	The Skirball Cultural Center is dedicated to exploring the connections between 4000 years of Jewish heritage and the vitality of American Democratic ideals. We welcome and seek to inspire people of every ethnic and cultural identity. Our mission is achieved through our vast array of public programs and museum exhibitions.	<b>Program Intern</b> The Program Intern will assist in the coordination and production of the Skirball's annual world music concert series and other public programs. The intern will also lead a project archiving the Skirball's past program recordings and materials. Duties include working with staff, artists, and the public to prepare for and present six concerts; researching, and providing administrative support. Excellent communication, writing, and computer skills necessary.	Computer skills, including word processing, Internet research, spreadsheet and database experience are necessary. The intern must be available for event coverage during the entire six-week Thursday night concert series (July 19-August 23). Weekday work hours will be adjusted accordingly for time spent covering events. Previous event production experience valuable but not required. A valid drivers license and car are recommended.	Ms. Amina Sanchez Associate Director, Program Dept 2701 N. Sepulveda Blvd Los Angeles, CA 90049-6833 Tel: 310-440-4644 Fax: 310-440-4695 E-mail: <a href="mailto:amina@skirball.org">amina@skirball.org</a> Web: <a href="http://www.skirball.org">www.skirball.org</a>
<b>Southwest Chamber Music Society</b>	Five time GRAMMY Award Nominee, and 2003 and 2004 Grammy award winner Southwest Chamber Music is a dual-focused organization presenting innovative chamber music performances and groundbreaking educational programs. SCM will produce it's popular 14th Annual Summer Festival at The Huntington Library during the months of July and August, an eight concert series that reflects the vast diversity of art music in the world.	<b>LA County Arts Commission Summer Internship</b> The 2007 LACAC Summer Intern will support the Southwest Chamber Music staff in all aspects of office administration, concert promotion and marketing, and concert production at The Huntington Library during our popular Summer Festival Season. The intern will engage in several projects including expanding Southwest's local community and internet presence via concert promotion, marketing and publicity.	The position requires computer literacy including good typing skills, strong interest and enthusiasm for classical music, self-transportation, and ability to work flexible and weekend hours over four weekends in July (6,7, 20 and 21) and August (10, 11, 24 and 25). Position available early June through August 27, 2007. Good communication skills are a must. Compensation is \$3,500 for 10 weeks or 400 hours.	Ms. Inka Bujalska Program Director 595 E. Colorado Blvd. #211 Pasadena, CA 91101 Tel: 626-685-4455 Fax: 626-685-4458 E-mail: <a href="mailto:mail@swmusic.org">mail@swmusic.org</a> Web: <a href="http://www.swmusic.org">www.swmusic.org</a>

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<b>TeAda Productions</b>	TeAda Productions' mission is to enrich and diversify the repertoire of contemporary works created and performed by people of color through the creation, development, presentation, and touring of ground-breaking, high caliber interdisciplinary performances and theater projects.	<b>Outreach/Production/Marketing Assistant</b> Outreach/Marketing/Production Intern will assist the Artistic Director in marketing, community outreach and programming for TeAda's community based production "Refugee Nation," a national theater project based on the stories of Laotian American refugees and their descendants. This intern will become familiar with South East Asian communities, arts centers and media across the country. This intern will learn about working on a national scale, community/artist residencies and touring.	This intern should have interest and/or experience in community organizing and guerrilla marketing tactics. This intern MUST be comfortable meeting people and communicating in person, on the phone, and via email. An ideal intern would be a self-starter interested in the organizational and business end of the arts. The interns should also show an interest in working with Asian Pacific Islander community and communities of color. The intern will preferably understand a Mac system and the basic Microsoft applications (Word, Excel), Filemaker Pro, Quark, Photoshop, and HTML. Occasional weekend and evening hours. Must have access to a car and a valid CA driver's license.	Ms. Leilani Chan Artistic Director 1653 18th Street #2 Santa Monica, CA 90404 Tel: 310-998-8765 Fax: 310-453-4347 E-mail: leilani@teada.org Web: www.teada.org
<b>The Theatre @ Boston Court</b>	The Theatre @ Boston Court houses and produces passionate, artist-driven theatre that challenges both artist and audience. The Theatre @ Boston Court urges its artists to fearlessly and passionately pursue their unique voice and vision. Play selection encompasses a wide variety of genres (classics, musicals and world premieres, with a special emphasis on nurturing playwrights and new play development) which are inherently theatrical, texturally rich, and visually arresting.	<b>Development/Marketing Intern</b> The Development/Marketing Intern will work alongside the Development / Marketing Team as we seek funding from the private sector, continue to fine tune our young audience outreach initiative, and grow our subscriber/donor base. The intern will learn the basics of development and marketing for an award-winning non-profit 99-seat theatre company in a state-of-the-art space in Pasadena, California.	The Development/Marketing intern should be comfortable interacting with people both in person and on the phone. The intern should have basic computer and phone skills and be adept at research. The most important qualification is the person should have a passion for live theatre!	Ms. Stacy Barnes Director of Development and Marketing PO Box 60187 Pasadena, CA 91116 Tel: 626-683-6883 E-mail: StacyB@BostonCourt.com Web: www.bostoncourt.org

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<p><b>Theatre Of Hearts/Youth First</b></p>	<p>The mission of Theatre Of Hearts/Youth First Artist-In-Residence Program is to prevent and intervene in youth-on-youth violence by involving youth, 4-18 years of age in on-going, high quality, multi-disciplinary fine arts workshops offered at schools and community-based sites in underserved neighborhoods throughout Los Angeles County.</p>	<p><b>Administrative Intern</b> Seeking a student who is interested in arts education/arts administration for a non-profit organization.</p>	<p>Mac, Excel, FileMaker Pro experience helpful. Research ability and fundraising a plus. Must be organized, detail-orientated, and have the ability to multi-task. Art (Performing or Visual) major a plus. Excellent interpersonal, verbal and writing skills required. Would like a career in arts administration. Must have car/valid CA driver's license.</p>	<p>Ms. Melissa Sakal Administrative Assistant 672 S. Lafayette Park Place, Suite 47 Los Angeles, CA 90057 Tel: 213-384-6878 Fax: 213-351-9883 E-mail: admin@theatreofhearts.org Web: www.theatreofhearts.org</p>
<p><b>Theatre of Will Foundation</b></p>	<p>Theatre of Will is a non-profit arts education company dedicated to the integration of arts, history, and education. We engage children in live theatrical experiences that stimulate their creativity and enhance their learning opportunities. Our performing arts programs are developed by teams of award-winning, professional playwrights, actors, and educators who are devoted to bringing the arts back into the classroom.</p>	<p><b>Arts Education Intern</b> A memorable experience working in the performing arts and arts education arenas. The Arts Education Intern will assist with a wide range of theater arts programming and marketing activities, theater arts workshops for children and at-risk youth, production rehearsals, and preparation of educational outreach materials including website development.</p>	<p>An energetic individual with strong multi-tasking abilities is ideal in this dynamic position. He/She is interested in working in a non-profit arts environment and possesses excellent oral and written communication skills and is PC- or Mac-literate. This intern should be able to work both independently and collaboratively, have an eye for detail and be well organized. Strong interpersonal skills are also important for working effectively with a wide variety of staff and outside representatives from the education and artistic communities.</p>	<p>Ms. Rania Pallad Executive Director 5211 Bothwell Road Tarzana, CA 91356 Tel: 818-345-0700 Fax: 818-345-8471 E-mail: rania@theatreofwill.org Web: www.theatreofwill.org</p>

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<b>Theatre West</b>	Since 1962 internationally acclaimed Theatre West has provided a home where some of Los Angeles greatest theatrical artists come together to practice, explore and mature their crafts through moderated workshops in acting, writing, musical comedy and Shakespeare. In addition, we present performances developed in those workshops for adults and children, as well as educational opportunities for young professional artists. Productions developed at Theatre West have won Tony, Obie, Grammy, BBC Scotland, LA Drama Circle Critics, Ovation, ADA, Dramalogue, and NAACP Image Awards.	<b>Storybook Theatre outreach coordinator</b> Work with Executive Director and administrative assistant to prepare for upcoming mainstage and Storybook Theatre season, especially for free preschool participation including marketing, graphics and data base creation. Participate with producers of Summer new works festival.	Organizational skills extremely important. We want to be able to continue after he/she leaves! Computer skills including Excel and MS Word or WP6.0 or higher. Graphics skills helpful. Ability to create and maintain date files, merge files, and paper trail. Internet and library research (at CA Community Foundation). Sales skills include personable phone and meeting abilities.	Mr. John Gallogly Executive Director 3333 Cahuenga Blvd West Los Angeles, CA 90068-1365 Tel: 323-851-4839 Fax: 323-851-5286 E-mail: john@theatrewest.org Web: www.theatrewest.org
<b>Unusual Suspects Theatre Company</b>	The Unusual Suspects exists to bring theatre arts to the most at-risk teens in foster care and the juvenile justice system. Theatre professionals work with youth to create original plays and to foster pride, social consciousness, self confidence and racial tolerance.	<b>Program Coordinator</b> The Unusual Suspects Theatre Company Production Coordinator Intern attends and participates in workshops and assists in coordination of all artistic, performance, and technical aspects of our summer theatre production performed by at-risk teens. Additionally, the Program Coordinator Intern will assist "behind the scenes" with all facets of marketing, development, operations and promotion of our summer theatre production.	Intern should be computer literate and motivated with some knowledge or interest in theatre/work with at-risk teens. Some knowledge or interest in PR/Marketing, database management, and organizational management and development are a plus. Also, the intern should have excellent written/verbal communication skills and flexibility, have good time management skills and be able to meet project deadlines in a timely fashion. <b>MUST HAVE A CAR.</b>	Ms. Priscilla Jaworski Project Manager 10536 Culver Blvd., Suite B Culver City, CA 90232-3423 Tel: 310-558-3190 Fax: 310-558-3191 E-mail: PJQ@theunusualsuspects.org Web: www.theunusualsuspects.org

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<b>Virginia Avenue Project</b>	The Virginia Avenue Project uses the performing arts to help underserved children think creatively about their lives in order to discover their full potential. Through a sequential series of writing and performing programs, Project participants work in collaboration with adult artist/mentors to develop life skills and give voice to their creativity. The Project is a long-term mentoring program for children between the ages of 6 and 18, and all our classes and workshops are offered free of charge as part of the after-school program at the Santa Monica Police Activities League.	<b>Administration Intern/ Mentor for Project Children</b> The Virginia Avenue Project seeks an intern for its summer theater programs, in which professional artists are paired with children in need, creating original works of theater. The outstanding candidate will also provide key assistance in administration, marketing and publicity, act as a mentor for the Project's children, and participate fully in the theater production experience.	We are looking for a candidate with a unique combination of skills: Marketing and public relations experience or schooling, combined with a theater background (either as a performer, designer, or stage manager) and a desire to mentor the children in need the Project serves. Experience in a summer camp or workshop experience with children of all ages is a plus. A valid California driver's license is essential, as well as a familiarity with Santa Monica and Los Angeles.	Mr. Tom Carroll Development Coordinator 3000 Olympic Blvd Santa Monica, CA 90404 Tel: 310-264-4224 Fax: 310-264-4230 E-mail: <a href="mailto:tcvirginia@gmail.com">tcvirginia@gmail.com</a> Web: <a href="http://www.virginiaavenueproject.org">www.virginiaavenueproject.org</a>
<b>We Tell Stories</b>	We Tell Stories a multi-ethnic theatrical troupe, started in 1981, recaptures the wisdom and power of storytelling for today's young audiences through adaptations of myths, fairytales and legends, performed extemporaneously with audience members joining the cast on stage as an integral part of the performance. The stories convey the universalities of the human condition while celebrating diversity. The performance style creates an environment of trust and support where meaningful learning can take place.	<b>Costume and Props Designer/ Wardrobe Master</b> We Tell Stories needs a creative and highly organized person to work with the Artistic Director to repair and refurbish costumes, props, and antique trunks, as well as to organize existing wardrobe and prop inventory. Intern will also design and fabricate costumes and props for new story-plays.	Candidate must be an imaginative, self-starter with a natural inclination to organize, who can work on their own but also follow instructions. The candidate should have experience creating costumes or three dimensional art and know their way around hammers, nails, and other tools. Candidate must also have a strong interest in theatre or storytelling.	Ms. Diana Tanaka Artistic Director 5740 York Boulevard Los Angeles, CA 90042-2617 Tel: 323-256-2336 Fax: 323-256-3236 E-mail: <a href="mailto:tellstories@earthlink.net">tellstories@earthlink.net</a> Web: <a href="http://wetellstories.org">wetellstories.org</a>

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<b>Will Geer's Theatricum Botanicum</b>	Motivated by the belief that theatre, music and art are as necessary to living a full life as food and shelter, The Will Geer Theatricum Botanicum presents stimulating, socially relevant theater, both classic and contemporary; music; children's programs; and extensive educational programs to the diverse communities of Los Angeles.	<b>Theatre Administration Assistant</b> Daily duties will involve the intern in the multifaceted operations of our respected theater and education academy and provide an excellent opportunity to learn theater management from the bottom up. Duties will vary, from phones, filing and mail distribution to data entry, donor appreciation and assisting with preparation for Opening Night parties. Several defined projects will also need attention; which one will be determined by the supervisor based on the intern's skills and interests and the theater's most immediate needs.	Theatricum's Administrative Assistant intern must have the following skills and qualifications: Theater or education major who seeks a career in the arts and/or arts education is highly desirable; Demonstrated passion for theater and education; Positive, organized self-starter with the ability to manage time while accomplishing a variety of tasks; Ability to take direction and to work as part of a team; Ease in working with computers, working knowledge of Microsoft Office products (Word, Excel, Access); Experience with multi-line phone system is desirable but not required.	Mr. Robert Camper P.O. Box 1222 Topanga, CA 90290 Tel: 310-455-2322 Fax: 310-455-3724 E-mail: <a href="mailto:camper@theatricum.com">camper@theatricum.com</a> Web: <a href="http://www.theatricum.com">www.theatricum.com</a>
<b>Yiddishkayt Los Angeles</b>	Yiddishkayt Los Angeles is a non-profit organization dedicated to maintaining the presence of Yiddish culture in Los Angeles through programs that include festivals, concerts, film and theater performance, lectures, language programs, email newsletters and a website.	<b>Marketing, Development &amp; Administration Intern</b> The intern will assist in developing and producing cultural events (Family Festival, concerts, film screenings, salons), working with artists and assisting in marketing efforts. The intern will also assist in grant writing, organizational development, outreach, and communication with members and audiences, attend staff and Board meetings, and provide general office support.	Excellent written and verbal communication skills. Computer experience helpful. Macintosh knowledge is helpful but not required. No knowledge of Yiddish language needed.	Mr. Dan Opatoshu Executive Director 3780 Wilshire Blvd., Suite 1000 Los Angeles, CA 90010 Tel: 213-389-8880 Fax: 213-365-0702 E-mail: <a href="mailto:opatoshu@yiddishkaytla.org">opatoshu@yiddishkaytla.org</a> Web: <a href="http://www.yiddishkaytla.org">www.yiddishkaytla.org</a>

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<b>Young Musicians Foundation</b>	Founded in 1955, Young Musicians Foundation (YMF) contributes to the personal, academic and artistic development of youth from all socio-economic and ethnic backgrounds by providing performance opportunities, financial assistance and community outreach programming that inspire creative & individual expression. Programs include the Debut Orchestra, Mentor Artists Program, the YMF Youth Orchestra, Chamber Music Series, Scholarship Program, and the YMF/Balnat National Orchestra Camp.	<b>Public Relations &amp; Marketing Intern</b> The Public Relations/Marketing intern will work closely with the YMF Executive Director, Development Director, Programs Director, Artistic and Administrative Staff to craft and implement audience-building strategies for the (3) major performing ensembles of the YMF, to create materials that advance the marketing strategy and approach, and to assist the Office Manager to effectively implement these activities. The intern will also work closely with Debut Orchestra staff to plan the 53rd concert season and with the Outreach Coordinator to develop outreach opportunities.	Applicants will demonstrate a high level of organizational, multi-tasking, and computer work skills. A demonstrated and/or potential to achieve a high level of inter-personal communication and writing skills in a time pressured environment working with artists and arts managers is required. A minimal level of study of instrumental classical music is preferred but is not required.	Mrs. Edith Rugolo Executive Director 195 South Beverly Drive, Suite 414 Beverly Hills, CA 90212 Tel: 310-859-7668 Fax: 310-859-1365 E-mail: edye@ymf.org Web: www.ymf.org