



**California Center for the Arts, Escondido
Performing Arts Internship
Fall, Spring, or Summer**

About the Center

The Center is a non-profit organization presenting a rich and diverse array of artistic and cultural offerings. Through arts in education, quality programming, affordable rental facilities, and low-cost and free performances, The Center is able to enrich the lives of the community it serves.

About the internship

This internship is suitable for a college student of any level majoring in Performing Arts, Business, Communications, or Entertainment, especially those with a focus on non-profit management or event planning. This experience is meant to give the student a working knowledge, practice, and understanding of a non-profit arts organization. The intern will be given real responsibilities and is expected to perform in a professional manner.

Position Status:

- Part-time
- Unpaid – academic credit
- Schedule: hours to comply with student’s course load and department’s event schedule

Position Summary:

Reporting to an appropriate member of the Performing Arts Department, the intern is responsible for contributing to the day-to-day operations of the department, including administrative duties, event coordination, sales and marketing, and night of show front-of-house management.

Position Requirements

Duties may include, but are not limited to the following:

- Assist Theater Sales Coordinator in following up with rental contracts and agreements to ensure prompt receipt of documents, schedules, and requests.
- Assist the Front of House Coordinator in scheduling staff and volunteers for upcoming events and shadow coordinator as liaison and representative of the Center during performances.
- Assist the Community Events Coordinator in organizing timelines, rentals, signage, and marketing for upcoming events. Shadow coordinator during events and act as on-site “runner”.
- Assist overall with marketing and outreach for Center programs and initiatives.
- Assist with coordinating behind-the-scenes and backstage needs, including: artist and VIP hospitality, theater booking forms, and organizing technical needs.
- Attend weekly department meetings, volunteer recruitments, and occasional special events.
- Assist Performing Arts department in administrative duties such as:
 - Data entry, filing, completing event reports, tracking invoices, updating theater calendar, fielding phone calls and emails regarding theater rentals

To be considered, please send resume and cover letter to:
Vanessa Garcia, Human Resources, vgarcia@artcenter.org