



The Center's internship program offers an exciting opportunity for undergraduate and graduate students to gain professional experience by working side-by-side with administrators, extraordinary artists, and technicians. Interns attend bi-weekly sessions that are led by executives of the Center to learn about the different departments of the organization and how they work together. Interns may attend performances, workshops, and classes presented by the Center, free of charge (if space is available), during their internship. Internships are academic and unpaid.

DEPARTMENTS:

Internships may be available in the following departments:

Development – Education – Marketing – Theater Operations – Guest Services
Community Engagement - Human Resources – Finance

REQUIREMENTS:

- Minimum of 120 hours over 3 months (10 hours per week)
- Interns are required to be registered to receive credit from their college institution

TIMELINE:

December 9th, 2016: application deadline

Mid-January: applicant interviews

Mid-February: internships begin

Mid-May: internships conclude

TO APPLY:

Submit the following items:

- Application
- Resume
- Personal Statement
- Two letters of recommendation

Send all four items together to:

interns@scfta.org - or -

Internships

Segerstrom Center for the Arts

600 Town Center Drive

Costa Mesa, CA 92626

www.scfta.org/interns



Development

The Development Department raises nearly \$11 million annually in contributions and sponsorships to support the programming and operations of the Center. Contributions are critical to fulfilling the Center's mission and represent approximately 25% of its annual operating budget. The Development intern will assist with a variety of fundraising campaigns including membership and individual giving, grants and sponsorships, capital fundraising, special events, and volunteer management. The intern's responsibilities will include general administrative duties, participation in events and meetings, prospect research, and a special internship project.

Education

The Center's Education and Community Programs Department offers a variety of programs to students, teachers, arts administrators and individuals who simply want to deepen their arts experiences. Our programs help develop the audiences of the future and help make students more thoughtful and creative learners. The Education and Community Programs department works closely with boards of education, teachers and parents to ensure the success and effectiveness of its programs reaching over 375,000 annually. Interns learn about local and national education reform issues and participate in many aspects of arts education. Interns will be expected to assist the department with events at the Center, including Family Series and field trip performances, master classes and the Arts Teach Artist Showcase, as well as working on the Center's school programs in the community such as assemblies, workshops, and residencies.

Marketing and Communications

The Center's Marketing and Communications interns work within the marketing and communications department to promote activities at the Center through a variety of integrated campaigns and activities, including print, television, radio and online advertising; direct marketing; public relations; e-mail communications and other strategic initiatives. Interns receive hands-on experience in a variety of marketing tasks and are exposed to the process of creating and implementing the Center's marketing and public relations strategies. A marketing internship may involve such tasks as managing the distribution of promotional materials, trafficking materials and projects, promoting productions at community events, attending department meetings, assisting with media relations, participating in social media efforts, maintaining records, conducting market research and other administrative duties. Applicants are encouraged to submit a project as part of his/her application s/he would complete during the internship. Proposed project should increase awareness of the Center and its performances in the community through social media, grass roots marketing, outreach or other specific initiatives.

Theater Operations

Theater Operations encompasses all aspects of facilities operations from the management of the physical structures of the Center's campus to the support of all Center events and productions. Theater Operations includes engineering, security, patron management, main stage production, production/event operations and administration. An internship in theater operations will de-mystify the "bricks and mortar" aspect of what it takes to operate a performing arts facility. The interns will have a chance to engage in project based activities in a wide variety of behind the-scenes departments. As much of the work in Theater Operations is centered around performances, a basic requirement will include the ability to work some nights and weekends.

Guest Services

The Guest Services department works to ensure that all service and messaging aspects of the public's interaction with the company align with our mission of providing a world class attendance experience. The department encompasses both the ticketing services and audience services departments. Working in the Guest Services department, an intern will assist with our accessibility programs, customer service initiatives, ticketing and ushering operations, and gain an understanding of the complete cycle of the patron experience from purchasing tickets through the end of the performance. Because the work of the Guest Services team is directly connected to performances, the intern will work some evening and weekend hours.

Community Engagement

The Community Engagement department works to deepen Segerstrom Center's relationships and expand our reach into the community. The Community Engagement intern will assist with projects related to our community-based partnerships throughout Orange County; coordinating and implementing community-wide events and increasing awareness of the Center and its work in the community. The intern's responsibilities will include general administrative duties, participation in events and meetings at the Center and throughout Orange County, and event planning and implementation. Ability to speak more than one language is preferred but not required.