

Facility Intern

The Facility Intern provides ongoing support to the Regional Park Superintendent of the John Anson Ford Amphitheatre, a 1,245 open air theatre which presents approximately 100 performing arts events from May through October. The Facility Intern will play a key role in helping to maintain the general appearance and upkeep of the theatre, facility and grounds.

Specific duties include assisting with the development, execution and analysis of site inspection reports, responding to general facility and grounds maintenance issues, coordinating and tracking repairs and general maintenance activities, assisting with the development and maintenance of building supply inventories, assisting with scheduling maintenance staff for events, general office clerical work, and other special projects as assigned.

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.

Skills/Requirements: 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 (20-30 lbs.)

Eligibility:

- Students must be currently enrolled in a community college, four-year college or university program.
- Students must be undergraduates and not scheduled to graduate before December 2007.
- Students must either reside in Los Angeles County or attend school in Los Angeles County.

Dates of Internship: The intern will participate in the Los Angeles County Arts Internship Program beginning May-June 2007 and concluding in August-September 2007.

Payment: Interns will be provided a stipend of \$350 per week for a 40-hour workweek during the summer.

To Apply: Submit a cover letter, resume, writing sample and a minimum of 2 references (with telephone numbers). The application packet should be sent, preferably via email, to:

John Anson Ford Theatres
Internship Program
c/o Ms. Ragen Carlile
rcarlile@lacountyarts.org

With "Internship Program, (candidate name)" in the subject line

Applications will be reviewed as received.

Application Deadline: April 15, 2007

Positions will remain open until filled.

For any questions: After reviewing the information on the web site, you may address inquiries by e-mail to: RCarlile@lacountyarts.org.