

## Operations/Events Intern

The Operations/Events Intern functions as assistant to the General Manager providing ongoing support to the Ford Summer Concert Series which includes approximately 100 performing arts events at the 1,245 seat John Anson Ford Amphitheatre from May through October. The Operations/Events intern will play a critical role in handling many financial and administrative matters at the Ford as well as assisting with event logistics and planning.

Specific duties include assisting with daily administrative activities in the Operations division such as responding to general inquiries and requests via phone, fax and email, taking accurate messages and relaying information as appropriate, maintaining departmental files, taking minutes at staff meetings, preparing correspondence, and other projects as assigned.

In addition, the Operations/Events Intern will assist with weekly processing of invoices, deposits, and payroll documents and ongoing maintenance of related files and records.

The Operations/Events Intern will also collaborate in the area of logistics for Ford performances and special events, including assisting with event staff scheduling, printed program delivery, allocation and distribution and tracking and responding to vendor and/or client requests and deliveries.

The Operations/Events Intern position is ideal for a business student interested in learning more about the non-profit and government sectors, performing arts administration and/or special event management.

**Skills/Requirements:** Strong 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 detail 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.

### **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 Internships:** 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 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](mailto: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](mailto:RCarlile@lacountyarts.org).