



Education & Community Programs Intern - 2023

About BroadStage

BroadStage is a contemporary performing arts presenter in Santa Monica that energizes audiences and community through bold performances and personal connection. A proud flagship of Santa Monica College, BroadStage is one of Los Angeles' leading venues to experience daring artistic performances. BroadStage's intimate yet strikingly grand 499-seat venue combines the warmth of a small theater with the acoustics and staging of a grand hall. Working in partnership with Santa Monica College, BroadStage is part of the school's tradition of community service, providing educational programming, master classes, and special events for students, at both 6th-12th grade and college levels. Approaching a 15-year anniversary in 2023, we're expanding to meet a rapidly evolving set of needs for artists, audiences, community, and campus. Under the leadership of Artistic & Executive Director Rob Bailis, BroadStage is broadening its impact through a new artistic vision and expanded venue footprint, celebrating our shared humanity and expanding the role the arts play in the vitality of our diverse community. We believe that through the arts we can design the future we wish to see, evolving our work for a new day, and shaping a world in which we can all proudly live.

Position Summary:

The **Education & Community Programs Intern** supports the development and implementation of educational programs, community activations and all materials in preparation for BroadStage's 2023/24 season. He/She/They will work closely with the Education and Community Programs Manager to research and create seasonal Learning Guides, plan student matinees and master classes, as well as other community activations. This internship will involve working with our various partners, including families, teachers, college students and personnel, and community organizations. As part of the Programming Department, The Education & Community Programs Intern will also work with other departments as appropriate, participating in the collaborative work culture of our non-profit, performing arts venue.

Primary Responsibilities:

- Support Education & Community Programs Manager
- Attend and support all Activation programs
- Track registration and attendance of Activation programs

- Research artists and topics pertinent to program development
- Contribute to education and community outreach efforts for the department
- Collect and organize digital content
- Other duties as assigned

Minimum Requirements:

- Self-starter who can work independently after receiving direction on definable projects.
- Ability to work with a team.
- Resourcefulness and efficiency with meeting deadlines.
- Good communication skills.
- Basic experience with Word and Excel spreadsheets.
- Familiarity with varied research techniques.
- Ability to develop action plans and establish timelines.
- Strong interest in arts education.
- Experience in event management is helpful.
- Knowledge of the performing arts is useful.
- Strong writing and editing skills are a plus.

Location: This position is based in Santa Monica, California. We will adhere to the L.A. County Arts Internship guidelines in terms of scheduling on-site and/or remote work as it relates to our current remote work/on-site hybrid workplace.

Compensation:

\$16.90/hour, Full or Part Time, Non-Exempt

Schedule:

Consecutive weeks, totaling 400 hours. Start date is flexible (preferably on or after June 15, 2023). The number of weeks and weekly hours is negotiable. A total of 400 must be completed by March 1, 2023.

How to Apply: Review [LA County Arts Internship Program Eligibility Requirements](#). If eligible, please submit your cover letter and resume to education@broadstage.org and include "Education & Community Programs Intern" in the subject line of the e-mail.

Extended Deadline: Applications due by **Sunday April 30, 2023**

At BroadStage, we believe that the performing arts are a source of joy, nourishment, and connection, and that art flourishes when we all cooperate to create a space for it. BroadStage recognizes that the values of equity, diversity, inclusion, access, justice,

and respect must be fundamental to our work, and it is the responsibility of our board, staff, artists, and patrons to create a welcoming environment for all. We take pride in the culture we are cultivating within our organization, as we celebrate the differences that bring us closer together.

BroadStage is an Equal Opportunity Employer and all qualified applicants for employment will have full and equal access to employment opportunities.