



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, artist workshops, and special events for students, at both 6th-12th grade and college levels. After 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.

Job Description

The Programs and Activations Intern will support the development and implementation of educational programs and community engagement related to BroadStage's 2024/25 season.

He/She/They will work closely with the Programs and Activations Manager to research, prepare and attend Artist in Residence related events, artist workshops, and community activations. This internship will involve working with our various partners, including faculty, high school and college students, and community organizations. Working with multiple departments as appropriate, the Intern will participate in the collaborative work culture of our non-profit, performing arts venue, while assisting with program related administrative tasks, including maintaining and organizing digital files and tracking and analyzing participant data.

The Program and Activations Intern will also work with the Marketing & Patron Experience intern on mutual projects to support seasonal programming.

Primary Responsibilities:

- Support Programs and Activations Manager
- Attend and support all Activation programs
- Track and maintain data for 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:

\$17.28/hour, Full or Part Time, Non-Exempt

Schedule:

Consecutive weeks, totaling 400 hours. Start date is flexible (preferably on or after Wednesday, September 4, 2024). The number of weeks and weekly hours is negotiable. A total of 400 hours must be completed by March 1, 2025.

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 "Programs and Activations Intern" in the subject line of the e-mail.

Deadline: Applications due by Monday July 29, 2024

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.