The Production intern will work in theatrical production, casting, facilities, and general operations capacities for EWP's upcoming 56th Anniversary Season. Through this internship, the intern will work on comprehensive initiatives as part of the operational process of show management, logistics, and production, including: operation and maintenance of theatrical technology, planning facility upgrades such as the theatrical grid, maintenance of stock, as well as logistical planning, scheduling, and facilitation of casting and the artistic process. The intern will also assist in the creation of virtual programming, as EWP will continue to provide an online component to its artistic work, in order to increase access.

Day-to-day activities for the position will be tailored to individual ability and prior production knowledge. Duties may include:

- making administrative production assessments for productions, readings and events
- helping to refine and update EWP's health and safety manuals
- interpreting artistic designs and turning them into technical plans
- assist with arranging rentals and venue usage
- maintenance or installation of theatrical technologies (if skills apply)
- digital filing and archiving
- data entry work related to maintenance of prop, scenery, or costume shop inventory
- administration of casting process, including setting appointments and receiving phone calls from between 100–150 actors, agents, and managers
- assisting in expense tracking and reporting
- work on community projects with peer organizations
- participating in staff, vendor and artistic meetings

Learning Objectives
1. Learn the ins–and–outs of managing a theatrical venue, from the intricacies of basic show control operation
2. Learn how to manage an inventory process
3. Learn about different theatrical crew roles and processes
4. Develop administrative and research skills
5. Understand the nuts and bolts of the casting process

This internship will take place in–person, onsite at East West Players.
Hours: 30-40 hours per week (must complete 400 hours as per the Los Angeles Department of Arts and Culture Internship program)

How to Apply: Please send your resume and cover letter to info@eastwestplayers.org with the subject line “Production Intern”.

Development and Audience Services Intern

**This position is funded by the Los Angeles County Department of Arts and Culture through its internship program. Please check your eligibility for the program here before applying to this internship position.**

The Development and Audience Services intern will support development/fundraising and audience services activities for EWP’s upcoming 56th season. They will assist in executing engagement strategies for EWP’s core audiences and donors through event planning and execution, digital communications, and CRM database management.

Day-to-day activities for the position may be tailored to interests, passions and prior experience. Duties may include:

1. Development:
   - Donor/foundation prospecting research
   - VIP reception and Opening Night event assistance
   - Generating communications content for patrons and donors
   - Crafting copy and design layouts for bi-weekly Development newsletters

2. Audience Services:
   - Researching and implementing new technology and processes for patron management (Salesforce upgrades)
   - Facilitating community groups attendance at performances
   - Data standardization and cleanup
   - Salesforce data entry tasks

Learning Objectives
1) Gain a robust understanding of and hands-on skills in non-profit arts administration, particularly in the public facing roles of development and audience services functions
2) Learn the daily administrative operations of a culturally-specific theater company
3) Become familiar and build upon relationships with community organizations in Little Tokyo
4) Gain valuable skills in data and prospect management analysis as it relates to donors and or audience members

This internship will take place in-person, onsite at East West Players.

Hours: 30-40 hours per week (must complete 400 hours as per the Los Angeles Department of Arts and Culture Internship program)

How to Apply: Please send your resume and cover letter to info@eastwestplayers.org with the subject line “Development and Audience Services Intern”.

Administrative Intern

**This position is funded by the Los Angeles County Department of Arts and Culture through its internship program. Please check your eligibility for the program here before applying to this internship position.**

The Administrative Intern will support the Finance Department to help East West Players prepare for its upcoming 56th season. They will work closely with the Finance/HR Manager to manage the organization’s payables department, HR department, cloud-based server and daily administrative tasks. They will also collaborate with their supervisor on staying current on best-record keeping practices and updating systems in order to stay compliant.

Day-to-day activities for the position may be tailored to interests, passions and prior experience. Duties may include:

- Assist in organizing and collecting vendor information for accounts payables
- Learn a basic understand of nonprofit accounting practices
- Learn how to use Microsoft Excel
- Manage the administrative operations of the office such as filing, scanning, organizing paperwork, keeping the server updated, digitizing items, amongst other items
- Learn about how to budget for a production
- Hone data entry skills

Learning Objectives
1. They will garner a deeper sense of nonprofit accounting practices
2. They will learn about nonprofit arts organizational structure and best practices
3. They will improve upon their skills in accounting, administrative tasks and organizational skills

This internship will take place in-person, onsite at East West Players.

Hours: 30-40 hours per week (must complete 400 hours as per the Los Angeles Department of Arts and Culture Internship program)

How to Apply: Please send your resume and cover letter to info@eastwestplayers.org with the subject line “Administrative Intern”.