

Inland Valley Repertory Theatre (IVRT) is a nonprofit theatre arts organization, partnering with businesses and nonprofits to create inspiring theatre for our community and to foster the talents of aspiring artists of all ages.

# **EDUCATIONAL OUTREACH INTERN**

## **DESCRIPTION**

As IVRT's 2024 Educational Outreach Intern you will be given the unique opportunity to learn and lead in a supportive and creative environment in close collaboration with people who are passionate about the arts and the powerful impact it has on developing children. You will help oversee all aspects of the Camp IVRT musical theatre workshop for youth. In addition to gaining valuable administrative and leadership experience, you will be able to see first-hand the effect this type of work has on the community as you watch our students learn and grow every day. This position will be part-time, temporary work for 20-30 hours per week between June 1, 2024, and February 28, 2025, for a total of 400 hours.

The Educational Outreach Intern will be responsible for all aspects of the summer Camp IVRT musical theatre workshop for youth. They will support the creative team of teaching artists, drive the daily schedule of activities, maintain the roster of student information, train and supervise high school Teaching Assistants, adhere to a budget, collaborate with creative staff to plan activities and performances, coordinate lesson plans for the extension program, maintain communication with parents, and act as liaison to the camp director. In addition, the intern will work with video editing for the final production video and create a curriculum guide for teachers for IVRTYA (IVRT Theatre for Young Audiences).

Additional day-to-day tasks and activities will include assisting with administrative duties, writing reports, representing the organization at in-person and/or virtual events, organizing meetings with staff, and/or teaching assistants, teaching or leading portions of the camp curriculum, and obtaining supplies and resources as needed.

## **QUALIFICATIONS**

The intern candidate should possess experience/knowledge in theatre, acting, dance or singing. Teaching ability is highly preferred. Ideally, the applicant will have a general understanding of theatre production and be enthusiastic, energetic, and dependable. Candidate will have outstanding written and oral communication skills, an outgoing personality, patience, and the ability to communicate effectively and persuasively with both children and adults. Microsoft Office proficiency (word, excel) and/or Google docs/sheets/drive/forms is desirable. Intern **must** live in and/or attend college in Los Angeles County. No exceptions.

## **LEARNING OBJECTIVES:**

1. The intern will learn by observing firsthand the value of arts education for children.

2. The intern will learn important communication skills as a result of interacting and working with parents, staff, volunteers, and students.
3. The intern will learn to develop problem-solving and leadership skills in a position of authority.
4. The intern will observe and contribute to the day-to-day operations and gain an understanding of necessary elements of a successful, longstanding nonprofit organization.
5. The intern will learn how to interact, mentor, coach and support children.

This position pays \$17.28/hour for a total of 400 hours. Position may be completed hybrid in person/online and must be completed by February 28, 2025. Most of the hours will be completed during the summer 2024. Candidate must currently reside in and/or attend school in Los Angeles County.

**TO APPLY**

Upload your resume and fill out the APPLY form at: <https://forms.gle/ihjLDcBH1YqDWpVn9>