The Pasadena Playhouse
COMMUNITY ORGANIZER INTERN
Job Description

Company: The Pasadena Playhouse, State Theatre of California
600 Playhouse Alley, Suite 300, Pasadena, CA 91101

Job Title: Community Organizer Summer Intern
Artistic Department

Status: Full-time, Intern
40 hours/week, eight consecutive hours each day, with some weekends and weekday evenings required.
A designated workspace equipped with a phone and computer will be provided.

Term: 10-week summer internship
Begins between June 1 and June 15, 2015
Ends between August 7 and August 21, 2015

Pay: $4,000.00
40 hrs/week, $10 per hour and in keeping with California Labor Law rules for a non-exempt temporary position

Reports to: Associate Artistic Director, Artistic Department

Eligibility: This internship is made possible by a grant from the Los Angeles County Arts Commission.
To be eligible, interns must meet the following requirements:
• A current undergraduate student (includes those graduating in Spring, 2015); AND
• A resident of Los Angeles County (a valid driver’s license will be required for proof of residency) OR active enrollment at a college or university located within Los Angeles County (a transcript will be required for proof of enrollment; international students will need to be authorized to work within the United States).

The Community Organizer Intern primarily reports to Seema Sueko, Associate Artistic Director to activate our Consensus Organizing for Theatre methodology and represent The Playhouse through interactions with community leaders and members of the public. Opportunities for smaller projects in conjunction with the Development Office and/or Productions Department may also be assigned.

Consensus Organizing for Theatre (CO) is a methodology through which an arts organization builds stake in multiple and diverse pockets of communities and those communities build stake back in the art work by surfacing and organizing around mutual self-interests. The process is centered in the Artistic Department, but its impact crosses all departments — Artistic, Education, Marketing, Development/Fundraising, Production, Facilities, etc. Social justice, or the idea that everyone deserves equal opportunity in and access to the arts, is at the core of CO philosophy.

Please read this article from the January 2015 issue of American Theatre for more information on CO.
Under the direction of the Associate Artistic Director, the Community Organizer Intern’s duties include, but are not limited to:

- Learning the Consensus Organizing process.
- Conducting a dramaturgical examination of the plays in the 2015-2016 season.
- Supporting the CO work by consolidating information, data and spreadsheets from the 2014-2015 season of CO work.
- Researching and identifying community organizations whose missions may align with 2015-2016 productions – create a spreadsheet of these contacts.
- Outreach to targeted contacts via cold calls, email pitches, and face to face meetings.
- Brainstorming and activating Consensus Organizing partnerships.
- Staffing the Friendship Center and Library at various times during the production.
- Helping with post-show talk-back activities during the production.
- Assisting in welcoming CO groups to the theatre.
- Participating in the rehearsal prep work for the first show of the 2015-2016 season.
- Depending upon the end date of the Internship, participate in the first few days of rehearsal and table work for the first show of the 2015-2016 season.
- Other duties may include exposure to and work with the Development, Production and/or Finance Departments, as appropriate.

Skills Knowledge or Other Requirements
The Pasadena Playhouse seeks an intern who is a self-starter with tremendous drive, honesty, integrity, curiosity, creativity and bravery. The Playhouse needs a team player with the ability to communicate respect. A passion for theatre and its community-building possibilities is a must.

Candidates must demonstrate an ability to articulate their own core values and personal mission. The intern needs excellent verbal and presentation skills, writing, listening, research and learning. This internship requires 360-degree thinking, and the ability to connect the dots across multiple agendas. The Intern also needs to be able to follow up and close a deal.

Learning Opportunities
As a result of this 10-week summer program, the intern will:
- Gain experience as a cultural worker, activist and community organizer in Los Angeles County.
- Make multiple personal connections with leaders in diverse communities.
- Learn about the inner workings of a professional theatre.
- Learn about the vital nature of authentic community engagement.

The Consensus Organizing methodology has been used extensively in social services since the 1980s. While The Pasadena Playhouse’s Consensus Organizing for Theatre is the first large-scale use of this methodology in the arts, the Intern will learn skills that are applicable to many other fields, including:
- Methodically assessing the needs of a target population.
- Assessing how an organization can meet those needs.
• Navigating cultural sensitivities
• Introducing prospective patrons to what the arts can do for them
• Becoming an effective arts advocate
• Brainstorming and implementing innovative strategies to reach a target population

How to Apply
To apply, please email Seema Sueko, Associate Artistic Director, with the following:
  • A well-written cover letter
    o Be sure to specify the earliest date you are available to begin the full-time internship (must be between June 1 and June 15, 2015)
    o Be sure to address why you are interested in this specific internship opportunity
  • Resume or Curriculum Vitae
  • A one-page Community Organizer’s Statement - Tell us about yourself (your core values as an Organizer and/or personal mission), and describe a project you organized. Please use 12-point font and one-inch margins on your one-page Community Organizer’s statement.

Combine the above materials into one PDF and email them as one attachment to ssueko@pasadenaplayhouse.org with “Community Organizer LACAC Intern” in the subject line.

Deadline for applications: April 20, 2015, midnight
Applicants who do not follow the above instructions will be automatically disqualified.