



Center Theatre Group INTERNSHIP PROGRAM APPLICATION

Center Theatre Group’s Internship Program provides workforce training to early-career artists and arts managers. CTG recognizes that helping to prepare, support and train the next generation of theatre leaders is a key strategy to sustain the ongoing health of our organization, our art form and our field.

PLEASE NOTE: Applications received outside of CTG internship deadlines or without all required elements will not be considered. All internships require a **PDF résumé** and **PDF cover letter** in addition to the application. Selected interns will be required to show proof of full vaccination prior to Orientation. *Some internships require additional materials.* **For full instructions for each available internship, please refer to the application deadlines and internship descriptions at CenterTheatreGroup.org/Internships.**

APPLICANT INFORMATION

Full Name _____

Title of Internship _____

Center Theatre Group Department _____

REQUIREMENTS

The CTG Internship Program is highly competitive, and we are not able to consider applicants who cannot commit to the criteria below. **Please closely review the relevant Internship Description via www.CenterTheatreGroup.org/Internships to ensure you can fulfill the requirements.** If you have questions, please email us Internships@CTGLA.org before applying. Note that your answers to these questions cannot be changed if you receive consideration for internships, and providing inaccurate or misleading information below will remove you from consideration.

I understand this internship begins on _____ (date) and ends on _____ (date)
_____ (please initial) I am available for the full date range. Refer to the Internship Description for the date range.

I am available for all Wednesdays during the date range indicated above.
_____ (please initial) Yes, I am available every Wednesday during the internship period.
*Interns must attend workshops every **Wednesday, 12-2pm**, and should be available for the full day 10am-6pm.*

I am available the following weekdays, 10am-6pm:
_____ (please initial) Monday Tuesday Thursday Friday
Refer to the Internship Description for required days per week. Most internships require Wednesdays + 1-4 additional full days, 10am-6pm. Applicants who indicate inadequate availability will not be considered.

_____ (please initial) I have reliable transportation to/from the internship location during the internship period.

_____ (please initial) I am fully vaccinated for Covid-19 (“Full vaccination” means that either 14 days have passed since receiving the second dose of an FDA authorized double-dose vaccines or that 14 days have passed since receiving the sole dose of an FDA authorized single-dose vaccines).



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SCHOOL INFORMATION

School Name _____

Enrollment Status Part-Time Full-Time

Major _____

Undergraduate applicants must be currently enrolled at a college, university or technical training institution or have graduated less than one semester before the application due date. Graduate applicants may be either in school or have graduated less than one year before the application due date.

Year in School:

- First Year
- Sophomore
- Junior
- Senior
- 5th-Year Senior
- Undergraduate Degree – Out of School Less Than 1 Semester
- Graduate Student (Masters or PhD program)
- Graduate Degree – Out of School Less Than 1 Year
- Not enrolled in college (*Please contact us at Internships@CTGLA.org before applying*)

Current G.P.A. _____ Graduation Date _____

All CTG interns must receive either school credit or a stipend. Please indicate which you would prefer:

Stipend School credit

Have you applied to CTG before for either an internship or an employment position?

Yes No

If so, when? _____ For what position(s)? _____

If you are an alumni of one of the CTG youth programs below, please check the appropriate box.

Student Ambassador Program August Wilson Monologue Competition Other _____

Are you 18 years of age or older? (Interns must be 18+)

Yes No

Will you be able to perform the essential functions for the internship you are applying for with or without reasonable accommodations?

Yes No

If no, describe the internship functions that cannot be performed _____

NOTE: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions.



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INSTRUCTIONS FOR ANSWERING THE FOLLOWING QUESTION REGARDING YOUR CRIMINAL RECORD HISTORY:

All applicants: Do not respond “yes” to the following question for arrests or detentions that did not result in conviction; referrals to, and participation in, any pretrial or post-trial diversion program; marijuana-related convictions more than two years old; convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; convictions that occurred more than ten (10) years ago; misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; and first convictions for misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, or disturbances of the peace or misdemeanor convictions where five (5) or more years have elapsed between the application date and the date of conviction or completion of incarceration, whichever is later.

Have you been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon or act of dishonesty for which the record has not been sealed or expunged?

Yes No

If yes, what was the offense? _____

Date and place of conviction _____

NOTE: Conviction record will not necessarily be a bar to participation. Factors such as age at the time of the offense, type of offense and relevance to the internship for which you are applying, seriousness and nature of offense and rehabilitation will all be taken into account.

TELL US MORE ABOUT YOU: DEMOGRAPHIC INFORMATION

Center Theatre Group collects demographic information to help us learn more about who is participating in our programs. How each of us identifies as an individual is a deeply personal matter, and our organization strives to be highly respectful in seeking this data. We are currently using the standard categories for race/ethnicity indicated on the United States Census, but we recognize that these categories are limited, and in some cases they are racially and politically charged. Please tell us how you identify in the way that is most comfortable for you. We invite you to check one or more boxes and/or feel free to provide any specific or additional information in the space provided. Please note these questions are optional.

RACE / ETHNICITY

- Asian
- Black or African American
- Latina/o or Latinx
- Indigenous Peoples, American Indian, or Alaska Native
- Middle Eastern or North African
- Native Hawaiian or Other Pacific Islander
- White
- Decline to State

My race/ethnicity is: _____

GENDER

- Genderfluid
- Man
- Nonbinary
- Woman
- Decline to State

My gender is: _____

HOW DID YOU HEAR ABOUT THE CTG INTERNSHIP PROGRAM? (PLEASE CHECK ALL THAT APPLY)

- From a Professor
- College/University Email
- Campus Presentation
- Google or online search
- School career website
- Other (please specify) _____



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AGREEMENT OF APPLICANT CERTIFICATION, AUTHORIZATIONS AND UNDERSTANDING OF INTERNSHIP RELATIONSHIP

_____ (please initial) I certify that the above information is true and correct and I have not withheld any information that might adversely affect my chances for an internship and that my answers given by me are true and correct to the best of my knowledge.

I further certify that I, the undersigned applicant, have personally completed this application.

_____ (please initial) I understand that the intern selection process will be terminated, or in the event of my internship at CTG, I shall be subject to dismissal, if any information that I have given in this application, in any résumé or interview or any part of the selection process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

_____ (please initial) I authorize CTG to inquire into my educational, professional and past history references as needed to research my qualifications for this internship. I hereby give my consent to any former employers or educational institutions to provide employment-related or educational-related information about me to CTG and will hold CTG and my former employers and former educational institutions harmless from any claim made on the basis that such information about me was provided or that any internship decision was made on the basis of such information.

_____ (please initial) I understand that nothing in this internship application, the granting of an interview or my subsequent internship with CTG is intended to create a contract between myself and CTG under which my internship could be terminated only for cause. On the contrary, I understand and agree that, if selected for an internship, my internship will be terminable at will and may be terminated by CTG or me at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

Applicant mailing address (during internship period) _____

Contact Phone _____ E-mail address _____

The information contained in this application, including all attachments, is true and accurate to the best of my knowledge. I certify that I meet all eligibility requirements for this internship.

Typed/Printed Name of Applicant _____ Date _____

Signature of Applicant (Electronic Signature Accepted) _____

PLEASE RETURN THIS FORM along with all supplementary materials by the date indicated on the internship position description to Program Director
Aurora Ilog
Internships@CTGLA.org
(EMAIL PREFERRED)

OR MAIL TO:
Center Theatre Group
Education and Community
Partnerships Internship Program
601 W. Temple Street
Los Angeles, CA 90012

QUESTIONS?
Contact Program Director
Aurora Ilog at
Internships@CTGLA.org.