



**CITY OF LANCASTER**  
**Invites Applications for Part-Time Employment for:**  
**Los Angeles County Arts Commission Grant**  
**Theatre Intern**

Enriching Lives



**Job Title: L. A. County Theatre Intern**

The Lancaster Performing Arts Center (LPAC) is located in the Antelope Valley, and is owned and operated by the City of Lancaster. LPAC consists of a 758 seat main stage proscenium theatre and the 110 seat J. P. Eliopoulos Family Theatre.

**The Position:** Under the supervision of the Marketing Coordinator, the Theatre Intern duties may include, but are not limited to: specialized marketing and promotional duties relating to the Performing Arts Center including season subscription, general program and event marketing; media and public relations; assistance regarding rental contracts and other duties as assigned.

**Qualifications:** Applicant should be a current undergraduate student with at least one semester of college by June 2008 who will not graduate before December 2008; a resident of, or attending college in, L.A. County; reliable and responsible; able to work without immediate supervision and to plan, organize and implement technical or administrative theatre tasks. Candidates must have taken a college-level Marketing, Business Writing or Journalism course, or have experience and knowledge equal to class work. The ideal candidate will have excellent communication skills, word processing and database skills, the ability to work well and interact with staff and volunteers, and possess exceptional organizational abilities.

**Abilities and Knowledge:** Applicants must be able to: follow written and oral instructions; work well with people of varying degrees of theatrical knowledge and experience; work well with the public; and work evenings, weekends, and holidays. The individual holding this position is expected to attend meetings and field trips set by the Arts Commission.

**Salary:** \$350/week for a total of ten weeks.

This position is supported, in part, by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission

**Application Procedure:** Candidates must submit by **May 2, 2008** a City of Lancaster application and resume to:  
Human Resources Department  
City of Lancaster  
44933 Fern Avenue  
Lancaster, CA 93534

City applications are available on our website: [www.cityoflancafterca.org](http://www.cityoflancafterca.org)  
City Hall telephone: (661) 723-6000

The City of Lancaster is an EEO/AA/ADA employer.

03/08