

CLEVELAND PUBLIC THEATRE INTERNSHIP - DEVELOPMENT

ORGANIZATION

Cleveland Public Theatre (CPT) is Northeast Ohio's leading avant garde theatre, a center for contemporary performance, new plays and professionally produced and presented work. Our mission is to raise consciousness and nurture compassion through ground-breaking performance and life-changing educational programs. Education is fundamental to our mission and has been an important aspect of our programming throughout our history.

GENERAL PURPOSE The Development Intern assists the Director of Development who is responsible for fundraising and may work on specific projects or assignments. The goal is to gain experience working in a not for profit arts organization.

SPECIFIC PROJECT FOR 2009 –

Cleveland Public Theatre is seeking a committed intern to assist with an evaluation of a long running program. STEP is a theatre arts and job training summer program for urban youth ages 14-19 that was developed in 1994. Over the course of 10 weeks, each summer, participants receive rigorous training in voice, movement, acting and write and perform an original play that tours to public parks throughout Cleveland. The program is grant supported. We are seeking an intern who is interested in helping conduct an evaluation of the long-term outcomes of the program. A similar evaluation was conducted in 2004.

This project is an opportunity for a student to learn about conducting research in an arts setting. The project will require the following tasks

- A. Internet research on similar programs
- B. Interact with education staff to identify research subjects
- C. Assist with revision of research tool
- D. Contact participants
- E. Conduct telephone (and some in person) interviews and record data (will be trained for this process)
- F. Compile and analyze data (with assistance)
- G. Write report

REPORTING RELATIONSHIP: Reports to the Director of Development

WHAT WE EXPECT

Responsibility and reliability
Specific time commitment
Adherence to deadlines

WHAT THE INTERN CAN EXPECT

Respect
Clear assignments
Advice and mentoring
Desk and telephone and other work tools (computer)

OTHER RESPONSIBILITIES

1. May assist with development-related task for special events; research and grant writing, as assigned
2. Keeps director informed of progress
3. Maintains electronic and paper files as appropriate

For more information or to apply, contact: Judith Ross Director of Development, 216-631-2727 ext. 211, jross@cptonline.org