



Intern, Marketing and Communications

As L.A.'s premier performing arts destination, The Music Center convenes artists, communities and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The \$80 million non-profit performing arts organization has three divisions: TMC Arts, TMC Ops and TMC Business Services. TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum; on Jerry Moss Plaza; outside at Gloria Molina Grand Park, a 12-acre adjacent green space; and in schools and neighborhoods all over Los Angeles County. TMC Arts presents world-class dance with *Gloria Kaufman Presents Dance at The Music Center*, free and low-cost public concerts and events, as well as K–12 arts learning programs, workshops, performances, interactive experiences and special events. TMC Ops manages the theatres, Jerry Moss Plaza and Gloria Molina Grand Park, which comprise \$3 billion in county assets, on behalf of the County of Los Angeles. TMC Business Services includes Advancement, Human Resources, Finance, Tech Services, and Marketing and Communications. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

Position Summary:

The Music Center is seeking a Marketing and Communications Intern to support The Music Center's Marketing and Communications Department. The Music Center's Marketing and Communications intern will work with the Marketing staff to create and implement a marketing strategy for *The Music Center's Dance DTLA* in summer 2025. The intern will be engaged in all aspects of the promotion for this series, including social and digital media strategy, media relations, collateral development and distribution, and research and analytics, among other tasks. The intern will gain significant hands-on knowledge and experience in a high-energy, fast-paced, collaborative environment and will gain important transferable skills that can be leveraged for future opportunities in marketing for the arts and/or other nonprofit organizations.



Key Responsibilities:

- Works closely with The Music Center's Marketing and Communications team to assist with mapping out the social and digital media strategy to support each *Dance DTLA* event throughout the summer series
- Handles onsite logistics as they pertain to the Marketing and Communications Department's support of the series including collateral distribution and social media coverage.
- Provides analysis of analytics from web traffic and the related advertising buy to support recommendations for appropriate ways to fine-tune marketing efforts.
- Provides general support to the Marketing and Communications team for all Music Center summer programs, including but not limited to, *Gloria Molina Grand Park's Summer Block Party*, dance engagements that are part of *Glorya Kaufman Presents Dance at The Music Center*, professional development seminars for educators, and summer concerts, among other programs.
- Provides hands-on assistance during events; helps create and deploy event signage; creates posts for social media; and supports the overall marketing strategy for key programs during the internship.
- Works closely with the Marketing Manager along with the rest of the Marketing and Communications team.
- Participates in staff meetings and communicates with other Music Center departments and outside vendors and partners.

Qualifications:

- Qualified candidates will possess a creative mindset and problem-solving skills and an ability to think critically.
- Strong project management and organizational skills are required, as well as the ability to effectively communicate information and ideas in a written and verbal format.



- Be willing to collaborate with all colleagues and have a keen interest in marketing and communications.
- Experience using MS Office Suite (Word, Excel, PowerPoint and Outlook) is required; working knowledge of the Adobe Creative Suite is a plus.

Hourly Pay Rate: \$17.87/hr.

The intern will work approximately 25 hours per week from June through September 2025.

Internship candidates must: (a) reside in, or attend college within, Los Angeles County; and (b) be currently enrolled in a community college or four-year college/university program. Prospective graduates who will complete their undergraduate degree between May 1, 2025, and December 1, 2025, need not be currently enrolled at the time of the internship.

This internship is supported, in part, by the Los Angeles County Board of Supervisors through the Department of Arts and Culture's Los Angeles County Arts Internship Program.

Please submit a cover letter and resume. Incomplete submissions will not be considered.

To apply, please click [here](#).

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