



Job Description Impact Evaluation Intern

Organization Summary

The Unusual Suspects Theatre Company's mission is to empower youth in underserved and at-risk environments with the means and methods necessary to explore personal and social conflicts and develop self-esteem, communication and coping skills to make positive life choices and become productive members of the community. Our vision is to be a source of compassion, strength and support for youth in underserved and at-risk environments; to give them a voice that is heard, valued and respected; and to be a bridge that helps them make positive life choices.

Job Summary

The Impact Evaluation Intern will work closely with The Unusual Suspects' Program Director and Grants Manager to develop a reusable evaluation tool to gather long-term impact data on program alumni. The Intern will additionally gather and present quantitative and qualitative data from program alumni, using this assessment tool to inform The Unusual Suspects' program design and bolster our evaluation and communications efforts going forward. Data from the project will be seen by thousands of current and potential funders and supporters via The Unusual Suspects' website, social media posts, e-blasts, grant proposals, funder reports and more. The internship requires an analytical thinker with a high level of attention to detail and project management skills; someone who can use creativity, organization, and excellent verbal and written communication skills in order to successfully complete the 10-week project.

Duties and Responsibilities:

- Work closely with the Programs and Development Departments to understand and assess *US's* current impact results and data collection/synthesis methods, as well as our evaluation-related needs going forward
- Conduct a comprehensive review of best-practice assessment tools in the fields of arts education and outreach for at-risk youth
- Design an evaluation tool that can be administered to *US* program alumni to assess program impact over time
- Develop a step-by-step guide to administering and collecting data using this evaluation tool so that staff, board and volunteers are able to continue collecting data in the future
- Schedule and conduct interviews and/or focus groups of alumni, either in person, over the phone, or via email, to gather new information on *US's* long term impact
- Transcribe and organize collected interview data into a format that allows *US* to reasonably utilize the information
- Compile and present the findings once initial alumni interviews have been conducted
- Attend *US's* culminating performances, as opportunities arise
- Attend and participate in weekly Programs Department meetings
- Attend mandatory weekly *US* staff meetings

Desirable Skills & Qualifications

- Must be currently enrolled in a 2 or 4 year undergraduate program
- Must reside or attend college in Los Angeles County
- Must have completed at least one semester of college by June 1, 2017 or will complete their undergraduate degree between May 1 – September 1, 2017
- Must be able to legally work in the United States
- Must have exceptional communication and organizational skills

- Some knowledge of/interest in Theatre Arts, Arts Education, and Non-Profits
- Strong educational background/experience in Social Services, Human Services, Anthropology, Sociology, and/or Psychology
- Detail-oriented, punctual, flexible and conscientious
- Excellent time-management skills
- Ability to work independently to complete projects
- Must demonstrate basic computer skills
- Experience with Microsoft Word and Excel
- Creative thinker with investigative sensibility
- Bilingual English/Spanish preferred
- Candidate MUST have a car and a valid driver's license

Personal Qualifications:

The candidate has a commitment to developing leaders and coalition building. Strong commitment to social change through community empowerment and the arts. Personal values align with the vision and values of the Unusual Suspects organization.

Physical Requirements & Work Environment:

Must be able to drive a motor vehicle. Must be able to lift 30 pounds. Must be flexible working in a fast-paced, non-profit environment. Experience or interest in theatre and youth arts education is a plus. This position works primarily in the US administrative office but must be willing to use personal equipment such as cell phone and laptop/tablet if working remotely.

Salary & Schedule

- 10-week internship in the summer of 2017
- Chosen candidate will be paid a total of \$4,800 (\$12/hour)
- Position is expected to work at least 40 hours weekly. Candidate must be open to work a flexible schedule, including some evenings and weekends.

Apply Today!

Send resume, salary history and cover letter to jobs@theunusalsuspects.org. Include in the subject line of your email the title of the position in which you are applying. No calls please.

Additional Information

This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. 132 undergraduate interns will participate in the program this year at 119 performing, presenting, and literary nonprofit arts organizations and municipal arts agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in educational events as part of the program, which is funded by the Getty Foundation. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at www.lacountyarts.org.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.