



## CSSC INTERNSHIP APPLICATION

Applicant Information		
Last Name	First	Date
Street Address		Apt/Unit
City	State	Zip
Phone	Cell Phone	
Email address:		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes please explain:
How did you hear about our internship program?		

Availability							
Please check semesters of availability:							
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other, please explain: _____							
Please check your general availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 9-1)							
Afternoon (approx. 1-6)							
Evening (approx. 5-10)							

Areas of Interest	
Please indicate which area interests you:	
<input type="checkbox"/> Stage Mgmt. <input type="checkbox"/> Prop Design <input type="checkbox"/> Development <input type="checkbox"/> Education <input type="checkbox"/> Costumes <input type="checkbox"/> Events <input type="checkbox"/> Set Construct. <input type="checkbox"/> Marketing <input type="checkbox"/> Business <input type="checkbox"/> Production <input type="checkbox"/> Performance <input type="checkbox"/> Literary Works <input type="checkbox"/> Other, please explain: _____	

Experience/Education and Skills	
Current employment status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed
Current or most recent paid position held	

Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate school and concentration:
Level <input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	Areas of study:
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list language <input type="checkbox"/> Fluent <input type="checkbox"/> Semi-Fluent <input type="checkbox"/> Basic
Advisory Contact: (Please list name, phone, email)	
Purpose of the Internship	
<input type="checkbox"/> Credit hrs.	<input type="checkbox"/> Unpaid <input type="checkbox"/> Paid

<b>Personal Information</b>
Why are you interested in an internship in our organization?
What specific experience would you like to gain through this internship?
Describe your long-term career goals:

<b>Professional References</b>	
Name	Relationship and contact info (e-mail and/or phone number)

<b>Disclaimer and Signature</b>	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.	
Signature:	Date:

## INTERNSHIP JOB DESCRIPTIONS

**First Look:** The First Look internship is designed for individuals who do not have a background in theatre but are interested in exploring the field hands-on. It provides opportunities to observe and experience both the artistic and the administrative functions of producing in a professional regional theatre. Responsibilities cover a wide range of inter-related areas in the fields of company and artist relations. Duties include weekly observation of rehearsals; assisting in the research and development of specific projects and special events in marketing and fundraising; assisting the production team preparing sets, lighting, and sound for productions; and providing general support throughout the organization. Interns are expected to interact with all departments to gain a well-rounded understanding of the theater industry. Strong organizational skills, excellent communication skills, and enthusiasm are required.

**Business Management:** Intern assists the Business Manager in processing artists' contracts, maintaining management files general ledger maintenance, and financial projects. Candidates should have a warm personality, good communication skills, excellent organizational and time-management skills, discretion, and a great sense of humor.

**Development:** The Development intern will maintain donor database and files; follow-up on donor benefits; research funding sources; assist with mailings and special events. Intern actively participates in all fundraising activities, including the annual direct mail and tele-funding campaigns, special events, funding research, special projects, and day-to-day booking and acknowledgement of gifts. Intern should be detail-oriented and self-motivated and have excellent writing and communication skills; basic familiarity with computers; the ability to work cooperatively; the ability to keep sensitive information confidential.

**Marketing:** Intern assists in market research, subscription and single ticket promotions; distributes marketing materials; assists in writing copy for newsletters and other promotional materials; assists coordinating receptions and openings, single ticket and subscription audience development through direct mail, print, and telemarketing; promotion through special events and outreach efforts. Candidates should have strong writing, verbal, and computer skills, the ability to handle multiple priorities and successfully meet deadlines.

**Literary Management:** Intern works with the Associate Artistic Director on the reading and evaluation of new scripts; dramaturgical research; assisting with directing fellowships; attending rehearsals; and providing administrative support for various literary projects. Candidates should have excellent writing and communication skills, as well as a strong background in dramatic literature and practical theater.

**Production:** Interns assist in all aspects of creating sets, props, sound, and lighting for Second Stage productions. Duties may include carpentry, metal work, load in/out, set strikes, sewing, rigging, hanging and focusing lights, running shows, maintaining and installing equipment, and shadowing designers. Internships may be tailored to the specific interests and abilities of the intern.

**Stage Management:** Interns work with stage managers, directors, and actors, and are involved in the entire rehearsal and performance process of a professional regional theatre production. Duties may include keeping track of props; pre-show and post-show duties; assisting at rehearsals and performances; and maintaining production paperwork. This internship has limited availability and requires commitment of 15-25 hours per week and is tied directly to productions. Previous production experience is not required. Applicants should be organized and detail-oriented. An outgoing and assertive personality is a plus.

*\*We will design an internship to meet the qualified applicants strengths or areas of interest. Our Internships are not limited to the above descriptions.*