2017 Allen Lee Hughes Summer Internship
Information and Required Materials

**Internship description:** Summer internships are appropriate for college students, graduate students, recent graduates, or career changers. Arena Stage is accepting applications for summer 2017 internships in **Business, Casting, Community Engagement, Development, Management, and Production.** The casting internship is a volunteered position.

**Dates:** Summer internships are full-time and require an 8-12 week commitment June-August

**Compensation:** Weekly stipend of $200.00 distributed the last Thursday of every month worked

**Deadline:** Applications should be sent to interns@arenastage.org by Friday March 10th, 2017.

**Required Application Materials:**

1) **Completed application** (see page 2)

2) **Cover letter:** Detail your interest in the summer internship program. The letter should also include responses to the following questions:
   - What is your eventual career goal in the theater?
   - Why are you seeking an internship at this time?
   - What do you hope to gain from this internship experience?

3) **Diversity Statement:** Arena Stage champions diversity throughout the organization and in the community. Please include a brief statement (250-500 words) explaining your commitment and potential contribution to this core value.

4) **Résumé**

5) **Academic Transcript:** Most recent version; does not have to be an official copy.

6) **Brief Writing Sample:** For arts administration, artistic development, and community engagement applicants only. Length: 2-3 pages only; excerpts accepted

   **E-mail your completed application to interns@arenastage.org by Friday March 10, 2017.**
   **Hardcopy applications will not be considered.**

Candidates selected for consideration will be contacted for an interview. Interviews are required and can be completed either in-person, by Skype or on the telephone.

**Please do not call about the status of your application.** Candidates not selected for consideration will be notified via e-mail in a timely manner.
2017 Allen Lee Hughes
Summer Internship Application

Name ____________________________________________

Address ____________________________________________

Phone Number ____________________________________________

E-mail ____________________________________________

Please list your specific dates of availability ____________________________________________

How did you hear about the Allen Lee Hughes Fellowship and Internship program?

__________________________________________

Please mark up to two areas of interest in order of preference (1, 2.)

Arts Administration (Paid positions) Technical Production (Paid positon)

_____ Development _____ Production

_____ Finance _____ Community Engagement (Paid position)

_____ Management _____ Education Programs Administration

Artistic Development (Volunteer positon) Teaching and Community Outreach

_____ Casting

Please list three references (at least one academic and one professional)

Name ____________________________________________ Relationship ____________________________________________

Phone Number ____________________________________________

E-mail ____________________________________________

Name ____________________________________________ Relationship ____________________________________________

Phone Number ____________________________________________

E-mail ____________________________________________

Name ____________________________________________ Relationship ____________________________________________

Phone Number ____________________________________________

E-mail ____________________________________________

*Please return application to interns@arenastage.org along with your cover letter, diversity statement, résumé, unofficial transcript and writing sample (if applicable) by Friday, March 10, 2017. Internship positions availability are subject to change dependent on departmental needs.