



## 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](mailto:interns@arenastage.org) by **Friday March 10<sup>th</sup>, 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](mailto: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)**

- Business
- Development
- Management

**Artistic Development (Volunteer position)**

- Casting

**Technical Production (Paid position)**

- Production

**Community Engagement (Paid position)**

- Education Programs Administration
- Teaching and Community Outreach

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](mailto: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.