

Information and Required Materials

Fellowship Description: The Allen Lee Hughes Fellowship & Internship Program offers personalized training and in-depth, hands-on experience with seasoned professionals in **arts administration, artistic development, community engagement, and technical production**. All fellowships are also supplemented with mentorship from senior staff members, professional development workshops and monthly meetings with directors, designers and senior staff administrators, who provide insight into the overall management of the theater.

Dates: Fellowships are only available for full-time, full-season commitments of 30-44 weeks.

Compensation: Weekly stipend of \$300 and offers a health, dental and vision insurance package to participants of the fellowship program

Required Application Materials:

- 1) **Completed application** (see page 2)
- 2) **Cover letter:** Detail your interest in the season fellowship program. The letter should also include responses to the following questions:
 - What is your eventual career goal in the theater?
 - Why are you currently interested in a fellowship?
 - What do you hope to gain from this fellowship 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; writing that showcases use of grammar and language. Excerpts accepted.

E-mail your completed application materials to smlynch@arenastage.org

Subject: Arena Stage Fellowship Submission

Hardcopy and incomplete 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 by 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.



2018/2019 Allen Lee Hughes Season Fellowship 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?

Arts Administration

- ~~Company Management~~
- ~~Development~~
- ~~Events~~
- ~~Management~~
- ~~Marketing~~
- ~~Media Relations~~

Artistic Development

- ~~Artistic Development~~
- ~~Casting~~
- ~~Directing~~

Technical Production

- ~~Costumes~~
- ~~Lighting~~
- ~~Stage Management~~
- ~~Technical Direction~~

Community Engagement

- ~~Education and School Programs~~
- ~~Education and Community Programs~~

Community Engagement and School Program Fellow – assists the School Programs Manager with administration of the D.C. Ticket Partnership (Arena Stage’s subsidized ticket program for D.C. public school students), including scheduling, lesson planning, curriculum material assistance and teaching in-school workshops connected to main-stage productions; researches and writes at least five student study guides for main-stage productions; assists with administration for Actors Arena (Arena Stage’s professional actor development program); serves as a teaching artist for the Voices of Now devised theater program during the school year.

Development Fellow – assists in all areas of fundraising, including individual giving, corporations, foundations, and Board relations; drafts grant proposals and donor correspondence; researches prospective donors; assists with the preparation and execution of donor mailings; provides support for special events and offers overall administrative support to the team. Candidate should have excellent written and interpersonal skills, the ability to work independently on multiple projects and particular interest in donor relations and individual giving.

Events Fellows – The candidate will work directly with the Mead Center Events and Rentals staff to provide support on all aspects of event planning and management. This position fields and processes event inquiries, drafts contracts, and leads site tours for potential clients. During events, the fellow will coordinate with caterers and vendors, assist with event load in and help facilitate event operations. The ideal candidate should have a background in event execution, excellent written and verbal communication skills, be comfortable working on both independent and collaborative projects, ability to keep a calm demeanor in challenging situations and have a passion for events management. Knowledge of theatrical productions or arts management a plus. The position requires a flexible schedule with the ability to work nights and weekends. Some events may run outside of the hours of public transportation. This position requires standing and walking as well as the ability to lift 30 lbs.

Stage Management Fellow – experiences the entire process of putting together a production in the realm of stage management, including the rehearsal process, the production, and technical process and the performance run process. Duties will vary by show and stage management team but will include preparing schedules, preparing notes and other paperwork, assisting in rehearsal duties and assisting in backstage duties. Candidate should have extensive exposure to stage management in their educational program, preferably in both study and application and show a demonstrated interest in stage management.

References

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 _____