

# PORTLANDSTAGE

## The Theater of Maine

### Internship Application Instructions

March 1: Stage Management

March 15: Directing/Dramaturgy, Education, Marketing,  
Carpentry/Painting/Technical Directing, Costumes/Wardrobe, Electrics/Sound

Open Until Filled: Education Summer Internship

#### All Applicants:

1. Fill out the Internship Application. Either fill in the document and resave or print the document, fill it in by hand, and scan to a pdf.
2. Include a cover letter.
3. Include a current resume.
4. Request two letters of recommendation. Make every effort for at least one of the letters to be from someone who has directly supervised your work in the area in which you are applying.
  - a. These may be sent in separate by the person writing the letter (either by mail or email), but must be postmarked by the appropriate deadlines (see above)
5. Answer the additional questions noted on page two of the application
6. EVERYTHING should be **sent as one pdf with your last name, first name, preferred internship, and year in the file name** of the document. (Example: "Smith, Jane – Electrics – 2017")
  - a. The people reviewing applications will not be reading the body of the email, all materials must be sent as attachments.
  - b. **Before sending in your application, be sure to read the FAQ's regarding the Internship Program on our website.**
  - c. **Your application will not be processed until it is complete.**
  - d. We will send an email to confirm what has been received and what is missing upon receipt of materials.

#### Internship Specific Application Materials:

1. **Directing/Dramaturgy** and **Education** applicants must include a **two page** writing sample that demonstrates your ability to incorporate research or observation and write in an engaging, readable style.
  - a. We will only read 2 pages, if you send us 10 we will read the first two and ignore the rest; be sure to give us 2 pages that focus on your best work. This can be from a paper you wrote for school, playbill insert, or other relevant work.
  - b. Writing during the internship will be done primarily for PlayNotes, feel free to find it on our website ([www.portlandstage.org/playnotes](http://www.portlandstage.org/playnotes)) and review it before applying. Writing samples do not need to match what you would write for PlayNotes.
2. **Education** applicants must include one sample lesson plan.
  - a. Our programming ranges from 4 to 18 years old, pick an age range and submit a lesson plan for one class/workshop, it does not need to be a lesson plan for an existing Portland Stage program.
3. **Marketing** applicants must include a list of their marketing areas of interest as well as two examples of work. Examples may include: Website Design, Photography, Video, Graphic Design, Copy Writing or a Blog Entry, etc.
  - a. If you wish to send a link to a website please put the link(s) into a pdf.

All applications and questions should be emailed to [internsearch@portlandstage.org](mailto:internsearch@portlandstage.org)