

# PORTLANDSTAGE

## The Theater of Maine

### 2017 – 2018 Internship Application

Name: \_\_\_\_\_

Current Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent or Summer Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

The phone you use most regularly right now

Other Phone: \_\_\_\_\_

Any other phone number you use

Email: \_\_\_\_\_

The email you check regularly right now

Other Email: \_\_\_\_\_

Another email you will check regularly in the future

Current or most recent school attended: \_\_\_\_\_

Major: \_\_\_\_\_

Are you looking for college credit  
from this internship?

GPA: \_\_\_\_\_

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Dates Available for Internship: From \_\_\_\_\_ To \_\_\_\_\_

Most internships will run late August through late May; Education Interns may be invited to stay through until early August; Production Interns may be asked to start as early as mid-July.

#### Areas of Interest

If you wish to select more than one area of interest (based on your interest, skills, and experience) you must rank one choice as your priority. Your application will first be viewed for that internship and will then be moved on to the other area. If this does not make sense please ask before applying.

\_\_\_\_\_ Stage Management

\_\_\_\_\_ Costumes/Wardrobe\*

\_\_\_\_\_ Directing/ Dramaturgy

\_\_\_\_\_ Electrics/ Sound\*

\_\_\_\_\_ Education

\_\_\_\_\_ Carpentry/ Painting/

\_\_\_\_\_ Education Summer

Technical Direction\*

\_\_\_\_\_ Marketing

\_\_\_\_\_ Other\*\* \_\_\_\_\_

\* Assistant Design opportunities may arise based on applicants skill level, interest, and availability.

\*\* If you have another area of interest please tell us and we might be able to accommodate you, but you should give another area of interest from the pre-listed options.

Letters of Recommendation will arrive from

Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Letters of Recommendation may be sent with the application or separately, but they must arrive by the deadline.

## Full Application

To be sent as one pdf with file name: "Last, First - Internship – Year"; example "Smith, Jane – Electrics – 2017"

1. This completed application
2. Cover Letter
3. Resume
4. Two letters of recommendation. These may be mailed separately, as noted above.
5. Additional Questions. These should be typed on their own page(s).
  - a. What are your career goals?
  - b. Why are you seeking an internship at this time?
  - c. Why are you an ideal candidate for an internship at Portland Stage?
  - d. How did you hear about the Portland Stage Internship Program?
  - e. Additional comments (optional)
6. Support Materials based on specific internships
  - a. **Directing / Dramaturgy**
    - i. Submit a two page writing sample that demonstrates your ability to incorporate research or observation and write in an engaging, readable style.
  - b. **Education**
    - i. Submit a two page writing sample that demonstrates your ability to incorporate research or observation and write in an engaging, readable style. (This is not needed if just applying for Summer Education Internship)
    - ii. Submit one sample lesson plan. 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.
  - c. **Marketing**
    - i. Submit a list of specific marketing areas of interest. Examples: photography, videography, social media, graphic design, print, website.
    - ii. Submit two examples of work. Examples: website design, photo, video, graphic design, copy writing, blog entry. If you wish us to view a website for examples you need to include the link in a pdf as well as any passwords that will be needed to view the material.

### Deadlines:

**March 1, 2017** – Stage Management

**March 15, 2017** – Directing/Dramaturgy, Education, Marketing, Costumes/Wardrobe, Electrics/Sound, Carpentry/Painting/Technical Direction

**Open Until Filled** – Summer Education Internship

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