

PORTLANDSTAGE

The Theater of Maine

Internship Application Instructions

Deadlines:

- February 15** – Summer Education Internship
- March 1** – Stage Management
- March 15** – Company Management, Directing/Dramaturgy, Education, Costumes/Wardrobe, Electrics/Sound, Carpentry/Painting/Technical Direction

All Applicants:

1. Fill out the Internship Application.
2. Include a cover letter.
3. Include a current resume with 3 references.
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. Letters of Recommendation may be sent with the application or separately, but they must arrive by the deadline.
 - b. These can be the same people that are listed as references or they can be different people. Make sure to find people that can write the letter and get it submitted by the deadline.
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 of the internship in the file name** of the document. (Example: “Smith, Jane – Electrics – 2020”)
 - 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*, our dramaturgy resource guide; feel free to find it on our website (www.portlandstage.org/playnotes) and review it before applying. Writing samples do not need to match what you would write for *PlayNotes*.
 - c. Summer Education applicants do not need to include a writing sample.
2. **Education** and **Summer Education** applicants must include one sample lesson plan.
 - i. Our programming ranges from 4 to 18 years old, pick an age range and submit a lesson plan for an active, 45 minute theater workshop. Lesson plan does not need to be for an existing Portland Stage program.

All applications and questions should be emailed to internsearch@portlandstage.org