

# PORTLANDSTAGE

## The Theater of Maine

### Internship Application Form

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

Current Address:

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

Address for June:

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

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

The phone you use most regularly right now

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

Another phone you will check during the summer

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

The email you check regularly right now

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

Another email you will check during the summer

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. Summer Education Internship runs this June through August.

### 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. You do not need to list more than one area of interest.

\_\_\_\_\_ Company Management

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

\_\_\_\_\_ Education

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

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

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

Technical Direction

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

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

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

\* You should still give another area of interest from the pre-listed options; "other" internships are rare but have occurred.

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**

Send as one pdf with file name: "Last, First - Internship – Intern Year"; example "Smith, Jane – Electrics – 2019"

1. This completed application form
2. Cover Letter
3. Resume with 3 references
4. Two letters of recommendation. These may be mailed separately, as noted above.
5. Additional Questions:
  - 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.
      1. 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 an active, 45 minute theater workshop. Lesson plan does not need to be for an existing Portland Stage program.

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