

Theatrical Outfit Intern Application

Internship Qualification Requirements:

- Punctuality
- Attention to detail
- Dependability
- Strong organization skills
- Strong communication skills
- Strong spelling and grammar skills
- Ability to follow directions
- Ability to take criticism
- Ability to collaborate with others
- Strong knowledge of computer programs: excel, word,
- Basic knowledge of computer programs: adobe, power point

Internship Guidelines:

- Interns are not paid.
- Interns are required to have a reliable mode of transportation.
- Theatrical Outfit does not provide or validate parking.
- Theatrical Outfit does not provide housing. Interns are responsible for securing housing.
- Exact schedules, start dates and end dates are determined based on individual interns' schedules and theater's needs.
- Applicants for positions at Theatrical Outfit are considered without regard to race, color, age, national origin, religious or political beliefs, union activities, sex, citizenship, disability, marital status, or sexual orientation.
- All applicants must be legally authorized to work in the United States.

Perks:

- Professional development.
- Networking opportunities with directors, designers, board members and theater professionals.
- Inclusion in Theatrical Outfit events such as Meet and Greets, Opening Night Receptions, Director Circle Events.
- Complimentary tickets to all Theatrical Outfit productions during the course of internship.
- Discounts and free tickets to area theaters and arts organizations.
- Academic credit, as arranged with interns' individual college or university.
- Auditioning experience and one on one acting classes with guest directors, casting directors and Executive Artistic Director Tom Key.
- Portfolio critiques from professional designers.
- Letters of recommendation upon successful completion of internship.

Application Instructions:

- 1) Please fill in shaded answer blanks.
- 2) Please attach a current resume.
- 3) Please attach 2 letters of recommendation.
- 4) Return filled out form, resume and letter of recommendation to rochelle.shinn@theatricaloutfit.org

Application Review Process:

- Theatrical Outfit will confirm receipt of application materials via email.
- Completed applications will undergo review from hiring supervisors. Note that the spelling, grammar and punctuation of your writing will be evaluated. Incomplete applications will not be considered.
- Applicants may be required to have a phone or in-person interview for internship positions. Not every applicant is granted an interview.
- Applicants will be notified of their admission status via email approximately one month after the application is received. Please make sure that theatricaloutfit.org is on your safe list of emails, so that our emails to you are not blocked.

Last Name		First Name	
Address		Cell Phone	
		Home Phone	
		Email	
Country of Citizenship		Date of Birth	

Question	Answer Blank
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EDUCATION & EXPERIENCE

1	Name of College		
2	Address of College		
3	Major		
4	Minor		
5	Type of Degree pursuing		
6	Expected Date of Graduation		
7	Current Status (grade level)		
8	Grade Point Average		
9	Degree(s) completed		
10	Languages spoken (indicate if basic, proficient, fluent)		
11	Computer Skills		
12	Special Skills		
13	Relevant Courses		
14	Hobbies and Interests		
15	Are you seeking academic credit for the internship? If yes, please explain the university guidelines for internships.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
16	Will your university require an evaluation from your intern supervisor? If yes, please explain evaluation procedure.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

AVAILABILITY & EXPECTATIONS

Note that exact schedule will be determined based on theater's needs as well as interns' availability.

1	Approximate dates of availability for internship	Start Date:	End Date:
2	Approximate preferred length of internship	Weeks:	
3	Days of the week and times of day available for internship work	Mon:	
		Tue:	
		Wed:	
		Thu:	
		Fri:	
		Sat:	
		Sun:	
4	How did you hear about the internship program at Theatrical Outfit?		
5	In which departments are you interested in interning? Please list and number your preferences. ➤ Casting, Literary/ Dramaturgy, Box Office, Development/ Fundraising, Marketing/Publicity, Production Management, Theater Management, Stage Management, Set Design/ Production, Lighting Design/ Production, Costume Design/ Production, Sound Design/ Production.		
6	Please write a 200-word personal statement summarizing your career goals.		

REFERENCES

Note that below references do not have to be the same references as applicants' letters of recommendation.

1	Name:	
	Title/ Position:	
	Organization:	
	Email:	
	Phone:	
	Relationship to Applicant:	
2	Name:	
	Title/ Position:	
	Organization:	
	Email:	
	Phone:	
	Relationship to Applicant:	
3	Name:	
	Title/ Position:	
	Organization:	
	Email:	
	Phone:	
	Relationship to Applicant:	