



2018/2019 Allen Lee Hughes Fellowship Information and Required Materials

Fellowship Description: The Allen Lee Hughes Fellowship & Internship Program offers personalized training and in-depth, hands-on experience with seasoned professionals in **arts administration, artistic development, community engagement, and technical production**. All fellowships are also supplemented with mentorship from senior staff members, professional development workshops and monthly meetings with directors, designers and senior staff administrators, who provide insight into the overall management of the theater.

Dates: Fellowships are only available for full-time, full-season commitments of 30-44 weeks.

Compensation: Weekly stipend of \$300.00

Deadline: Completed applications should be sent to fellows@arenastage.org by **Friday, April 6, 2018**.

Required Application Materials:

- 1) **Completed application** (see page 2)
- 2) **Cover letter:** Detail your interest in the season fellowship program. The letter should also include responses to the following questions:
 - What is your eventual career goal in the theater?
 - Why are you seeking a fellowship at this time?
 - What do you hope to gain from this fellowship experience?
- 3) **Diversity Statement:** Arena Stage champions diversity throughout the organization and in the community. Please include a brief statement (250-500 words) explaining your commitment and potential contribution to this core value.
- 4) **Résumé**
- 5) **Academic Transcript:** Most recent version; does **not** have to be an official copy.
- 6) **Brief Writing Sample:** For arts administration, artistic development, and community engagement applicants **only**. Length: 2-3 pages only; writing that showcases use of grammar and language. Excerpts accepted.

**E-mail your completed application materials to fellows@arenastage.org by
Friday April 6, 2018.**

Hardcopy and incomplete applications will not be considered.

Candidates selected for consideration will be contacted for an interview. Interviews are required and can be completed either in-person, by skype or by telephone.

Please do not call about the status of your application. Candidates not selected for consideration will be notified via e-mail in a timely manner.



2018/2019 Allen Lee Hughes Season Fellowship Application

Name _____

Address _____

Phone Number _____ E-mail _____

Please list your specific dates of availability _____

How did you hear about the Allen Lee Hughes Fellowship and Internship program?

Please mark up to two areas of interest in order of preference (1, 2)

Arts Administration

- _____ Company Management
- _____ Development
- _____ Management
- _____ Marketing
- _____ Media Relations

Artistic Development

- _____ Artistic Development
- _____ Casting
- _____ Directing

Technical Production

- _____ Costumes
- _____ Lighting
- _____ Stage Management
- _____ Technical Direction

Community Engagement

- _____ Education and School Programs
- _____ Education and Community Programs

Please list three references (at least one academic and one professional)

Name _____ Relationship _____

Phone Number _____

E-mail _____

Name _____ Relationship _____

Phone Number _____

E-mail _____

Name _____ Relationship _____

Phone Number _____

E-mail _____