



2018 Allen Lee Hughes Summer Internship Information and Required Materials

Internship description: Summer internships are appropriate for college students, graduate students, recent graduates, or career changers. Arena Stage is accepting applications for summer 2018 internships in **Casting, Community Engagement, Development, Management, and Production**. *The casting internship is a volunteered position.*

Dates: Summer internships are full-time and require an 8-12 week commitment June-August

Compensation: Weekly stipend of \$200.00 distributed the last Thursday of every month worked

Deadline: Applications should be sent to interns@arenastage.org by **Friday March 2, 2018**.

Required Application Materials:

- 1) **Completed application** (see page 2)
- 2) **Cover letter:** Detail your interest in the summer internship program. The letter should also include responses to the following questions:
 - What is your eventual career goal in the theater?
 - Why are you seeking an internship at this time?
 - What do you hope to gain from this internship 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 to interns@arenastage.org by
Friday March 2, 2018.**

Hardcopy 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 on the 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 Allen Lee Hughes Summer Internship 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 (Paid positions)

_____ Development

_____ Management

Artistic Development (Volunteer position)

_____ Casting

Technical Production (Paid position)

_____ Production

Community Engagement (Paid position)

_____ Education Programs Administration

_____ Teaching and Community Outreach

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 _____

*Please return application to interns@arenastage.org along with your cover letter, diversity statement, résumé, unofficial transcript and writing sample (if applicable) by

Friday, March 2, 2018. Internship positions availability are subject to change dependent on departmental needs.