

# INTERNSHIP APPLICATION

**STUDENT'S NAME:** \_\_\_\_\_ **APPLICATION DATE:** \_\_\_\_\_  
PLEASE PRINT FULL NAME

**NAME OF SCHOOL :** \_\_\_\_\_ **YEAR OF GRADUATION:** \_\_\_\_\_  
MIDDLE, HIGH SCHOOL or COLLEGE

**CONTACT ME HERE**

**MOBILE:**.....  
**OTHER:**.....  
**EMAIL:**.....

**SCHOOL ADVISOR CONTACT**

IF APPLYING FOR CREDIT, HOURS OR REQUIRE SPECIFIC EVALUATION

**POSITION:**.....  
**PHONE:**.....  
**EMAIL:**.....

**GUARDIAN CONTACT**

IF UNDER 18 YEARS OF AGE

**MOBILE:**.....  
**OTHER:**.....  
**EMAIL:**.....

**AVAILABILITY, INTEREST & GOAL: CHECK-LISTS**

**SEMESTER**

- FALL**  
(September - December)
- WINTER / SPRING**  
(January - May)
- SUMMER**  
(June - August)

**DEPARTMENT(S) STUDY OF INTEREST**

- EDUCATION DEPT.
- MARKETING & PUBLIC RELATIONS
- DEVELOPMENT, FUNDRAISING & SPECIAL EVENTS
- BOX OFFICE & FRONT OF HOUSE
- THEATRE MANAGEMENT & ADMINISTRATION
- PRODUCTION & TECH

**MAJOR OR THEATRE AMBITIONS**

- PERFORMER**
- TECHNICAL & PRODUCTION**
- TEACHING ARTIST or ARTS EDUCATION**
- OTHER:** \_\_\_\_\_  
(i.e. Directing, Wardrobe, Stage Management, Writing, Script Analysis, Marketing, Fundraising etc.)

**HOURS NEEDED FOR CREDIT** MAY NOT APPLY TO ALL INTERNS  
\_\_\_\_\_ TO BE COMPLETED BY \_\_\_\_\_

# INTERNSHIP PROGRAM OVERVIEW & AGREEMENT

## ALGONQUIN


ARTS THEATRE

AAT a 501(c)3 nonprofit corporation. Internships/ apprenticeships are for individuals who desire a challenging and practical experience. Throughout the year, AAT accepts applications from Middle, High School and college students who are seeking an opportunity to learn and work in our theatre from a business perspective. AAT's produced Main Stage performances work closely with the Education Department. This gives AAT an opportunity to educate students in all areas of the performing arts including performers, technicians, producers, directing and teaching. Further, interns perform basic staff level tasks such as answering phones, staffing events, public relations, sales, front of house operations and managing a theatre by Department of Marketing, Operations, Development, Education, Producing, Production and Artistic Direction. Interns will be invited to attend special events, workshops, staff and committee meetings to increase understanding of how the theatre operates.

Interns are asked to commit to one of the following three semesters: Fall (Sept. to Dec.), Winter/ Spring (Jan. to May) or Summer (June-August). The student will be assigned to a Field Supervisor who will evaluate in the following areas: adaptability, communication skill, teamwork, motivation, work ethic and time management, critical thinking, knowledge of industry, quality and quantity of work, dependability, motivation, public relations and ingenuity. Interns are required to meet once a week with a Field Supervisor to discuss strengths, areas of growth and room for improvement. Department Directors, Managers and Production staff will also participate in the student's assessment procedure. Interns are required to journalize their education experience, as well as log hours of operation. Interns are highly encouraged to take pictures, create a documentary, and notate interviews or testimonies of their internship experience. Upon completion of the internship program interns may also request to receive a letter of recommendation for their portfolio.

The overall goal of our internship program is to build a connection of local, aspiring and theatre professionals. Throughout the duration of the program, the intern will be considered for our apprentice program. Apprenticeships are a continuation of professional development and accompanies a compensation under the terms of a contract.

### TO APPLY, PROVIDE THE FOLLOWING:

1. APPLICATION
2. RÉSUMÉ
3. TWO REFERRALS OR  
LETTERS OF RECOMMENDATION
4. SIGNED AGREEMENT 

Interns will be required to follow all company policies. AAT collaboratively invests in each students' experience so that we may provide an individual experience for personal growth. Please understand that your commitment to our theatre is essential. Intern will be asked to provided a schedule of availability in order for AAT to provide learning opportunity. AAT will attempt to work around conflicts, but be prepared to provide an accurate schedule of your availability. The internship is expected to last no longer than the dates indicated on the students' schedule or under the terms of a working contract.

**BY SIGNING THIS AGREEMENT, I CONFIRM THAT I UNDERSTAND & AGREE TO THE ABOVE REQUESTS, REQUIREMENTS & CONDITIONS.**

STUDENT SIGNATURE \_\_\_\_\_

GUARDIAN SIGNATURE \_\_\_\_\_ IF UNDER 18 YEARS OF AGE

COMPLETE & RETURN APPLICATION REQUIREMENTS TO [CHRIS@ALGONQUINARTS.ORG](mailto:CHRIS@ALGONQUINARTS.ORG)