



# INTERNSHIP APPLICATION

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

Address: \_\_\_\_\_

Primary Ph#: \_\_\_\_\_ Other Ph#: \_\_\_\_\_

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

The best way to contact me is (circle one): email • phone • mail

Birthdate (mm/dd/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Do you consider yourself Queer/LGBT or Ally?

School (if any): \_\_\_\_\_ Concentration: \_\_\_\_\_

**PLEASE PROVIDE SHORT ANSWERS TO THE FOLLOWING QUESTIONS.**

*There are no wrong answers—we just want to determine the best fit for you.*

### I. AREAS OF INTEREST

Please rate your areas of interest from the choices below. Write-in any others and IGNORE anything that doesn't interest you at all. Use #1 to indicate your **TOP** interest:

- \_\_\_ **Graphic Design- Marketing & Advertising** ..... newspaper, web, email
- \_\_\_ **Community Outreach/Grassroots Marketing** ..... network w/sister organizations, universities (for group sales & artist residencies)
- \_\_\_ **Guerrilla Street Theater** ..... assist Director in office & onsite
- \_\_\_ **Education/True Colors** [LGBT youth troupe]..... assist Director in office & onsite
- \_\_\_ **Documentation**..... Video, photo, record, and/or edit
- \_\_\_ **Theater Administration & Programming** ..... assist Producer w/artist relations, upcoming in-theater shows, art dept. archives
- \_\_\_ **Fundraising & Development** ..... special events, donor cultivation, communications. Meeting planning
- \_\_\_ **Board of Directors Liason** ..... database management, human resources, organizing
- \_\_\_ **Office Administration** ..... database management, human resources, organizing
- \_\_\_ **Production/Tech** ..... assist Production Manager in office & backstage
- \_\_\_ **Pride Planning [May & June only]:** ..... orchestrate TTO's parade presence
- \_\_\_ **Grants**..... Research grantors, maintain archives
- \_\_\_ **New Play Development** ..... Review Script Submissions, casting
- \_\_\_ **Other:** : .....



**II. SCHEDULING/STRUCTURE:**

What are your start/end dates (approx.)? **Start:** \_\_\_\_\_ **End:** \_\_\_\_\_  
How many hours per week are desired? **Minimum:** \_\_\_\_\_ **Max:** \_\_\_\_\_  
[PLEASE THINK ABOUT YOUR COMMUTE TO OUR CAMBRIDGE OFFICE before answering]

What is your weekly schedule of availability? (list *ONLY* when you'd arrive/depart office)

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What other Weekly time commitments will you have besides this internship? When? (basic schedule for jobs, classes, rehearsals, practices, etc)?

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List (to the best of your ability) any sporadic schedule *conflicts* (vacations, exam period, etc) that might occur in the internship period:

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Should we need to interview you, when are you generally available?

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**III. CREDIT:**

Is the internship for academic credit? **YES / NO** (circle one)  
If yes, what does your school need **from us?** (i.e. *paperwork, deadlines, evaluations, meetings, etc*):

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What do they require **of you?** (*papers, evaluations, meetings, journals, final project, timesheets, total hours, etc*):

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Do you have an internship advisor? **YES / NO** OFFICE HOURS: \_\_\_\_\_

NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

**IV. REFERENCES:**

**Please list two (2) references** (school or work):

- |                |                |
|----------------|----------------|
| 1. Name: _____ | 2. Name: _____ |
| Address: _____ | Address: _____ |
| _____          | _____          |



Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Affiliation: \_\_\_\_\_

Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Affiliation: \_\_\_\_\_

**V. PERSONAL INFO:**

Please describe any skills, interests or hobbies that may be useful to The Theater Offensive (*ie computer skills, political activism, prior experience*):

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How did you hear about The Theater Offensive?

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What are your favorite plays, books and/or artists?

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What are your GOALS for an internship? What would you like to learn? To accomplish?

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**CHECK THE FOLLOWING SKILLS** (*if you have them*)

- driver's license    office experience    database    time management  
 leadership    supervising    sales    schmoozing

**OPTIONAL: We want to get to know you and your experience!**

*Be as creative or simple as you wish!!* Please send us **any** of the following.

- Resume • Writing Samples • Website • Video • Design Samples • Photos •  
• Recommendations • Portfolio • CDs • Journal s • Posters • Bio •

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USE THE BACK FOR ADDITIONAL COMMENTS