

THE
THEATER OFFENSIVE

INTERNSHIP APPLICATION

Full Name:

Street Address:

City, State, Zip:

Primary Ph#:

Other Ph#:

Email:

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

School (if any):

Concentration:

PLEASE ANSWER 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 interests from the choices below. Write-in any others and IGNORE anything that doesn't interest you at all. Use #1-3 to indicate your TOP interests:

___ **Assistant to the Executive Artistic Director** - assist Executive Artistic Director by networking with sister organizations, reviewing script submissions, communicating with the Board of Directors, assisting with special events, donor cultivation, assisting with grant submissions, communicating with foundations and general office administration.

___ **Theater/Arts Associate** - assist the Productions & Operations Director by coordinating relationships with artists, the theater community, and national cultural orgs & venues; assist with touring shows; provide support for TTO's internal day-to-day operations; maintain departmental systems.

___ **Community Engagement Intern**- develops relationships between TTO's special projects and artists, volunteers, and patrons through community outreach and grassroots marketing

___ **Theater Education Assistant** - assist Education Department /True Colors: Out Youth Theater artistically onsite at rehearsals and performances, as well as administratively in the office

___ **Production Manager Apprenticeship (available Mar-Apr or Aug-Nov)** - assist production manager with all of the mainstage shows and take lead on coordinating and executing the logistics of Festival Institute activities. A stipend may be available for this position.

___ **Festival Institute Coordinator & Company Manager (available May-Nov)** - Manage touring artists' travel and comfort; Coordinate logistics of education and engagement activities

___ **Production/Tech Assistant** - work backstage and in office to assist Production Manager in general tech, carpentry, stage management, scenic, sound, lights, video, or wardrobe

___ **Office Administration Intern** - database management, human resources, organizing office space

___ **Graphic Design- Marketing & Advertising** - layout and design for newspaper ads, event postcards, program brochures, web, email

___ **Documentation Intern** - video/film, photography, archive, record and/or edit

___ **Pride Planning [May & June only]** - orchestrate The Theater Offensive's Pride parade presence

___ **Other (please be specific)** _____



II. SCHEDULING/STRUCTURE:

Proposed Start Date:

End Date:

How many hours per week are desired? Please be sure to consider your commute to our Cambridge office before you answer.

Minimum:

Maximum:

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

What other weekly time commitments will you have besides this internship? When? (work schedule, classes, rehearsals, practices, etc)?

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

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



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, meetings, etc*):

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

Do you have an internship advisor? **YES / NO**

Name:	Office Hours:
Phone #:	Email:

IV. REFERENCES:

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

First Name:	First Name:
Last Name:	Last Name:
Address:	Address:
Phone #:	Phone #:
Email:	Email:
Affiliation:	Affiliation:

V. PERSONAL INFO:

Please describe any skills, interests or hobbies that may be useful in your work at The Theater Offensive (*i.e. computer skills, political activism, prior experience*):



Tell us why you are interested in working with a queer arts organization in general and The Theater Offensive specifically?

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

What are your GOALS for this internship? What would you like to learn? Or accomplish?

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

- | | | | |
|---|--|-----------------------------------|--|
| <input type="checkbox"/> driver's license | <input type="checkbox"/> office experience | <input type="checkbox"/> database | <input type="checkbox"/> time management |
| <input type="checkbox"/> leadership | <input type="checkbox"/> supervising | <input type="checkbox"/> sales | <input type="checkbox"/> 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 • Journals • Posters • Bio •
- ☺ Cookies & Bribes ☺

PLEASE ATTACH ADDITIONAL COMMENTS