

Internship Packet
Palo Alto Children's Theatre

The Palo Alto Children's Theatre is actively recruiting for interns for its Summer 2010 classes and productions! Children's Theatre offers internships tailored to both college and high school students in a variety of areas, including theatrical education, technical theatre, and administration.

The following packet serves to orient prospective interns with our program and provide a method by which they can apply. Should you have any questions regarding theatre internship opportunities, please contact us at the number below.

Mission Statement

The Palo Alto Children's Theatre exists to nurture the intellectual, artistic, and personal development of children and youth through multi-arts education, performing opportunities, and extraordinary theatre experiences. We believe process and product are of equal importance and aim to create excellent theatre for young audiences. Through this education, Children's Theatre develops lifelong skills such as critical and creative thinking, cooperation, and aesthetic sensitivity.

A theatre and a school, Children's Theatre provides classes and programming designed to further learning experiences for children and youth. This invaluable teaching tool develops skills and provides an excellent opportunity to develop our participants' theatrical knowledge.

Internship Program

Goal: To promote an understanding of theatre arts programs and develop pertinent skills through observation and hands-on experience.

Qualifications: Children's Theatre offers two types of internships; internships are available to both high school and college students. Our internship program is designed to be tailored to individual interests and provide students with the outcomes they desire. Accordingly, the duties and responsibilities of interns are determined on an individual basis. While we advise prospective interns to have a genuine interest in theatre, it is not necessary to have extensive experience. Information about compensation is available in the 'Requirements and Compensation' section.

Opportunities: Internships are available in the following areas:

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| <p>Technical Theatre</p> <ul style="list-style-type: none">• Scenic painting• Set construction• Sound design / live microphone mixing• Costume craft and construction• Costume design• Prop design |
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| <p>Front-of-House</p> <ul style="list-style-type: none">• Stage Management• Assistant Directing• Production Assistance |
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| <p>Theatre Education</p> <ul style="list-style-type: none">• Theatre academy aides• Student teachers• Camp assistant |
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Requirements and Compensation: Children's Theatre's internship program is designed to emulate professional theatre experience. Accordingly, successful completion of an internship includes the acceptable performance of assigned duties, completion of one major project, and attendance at required staff meetings. Similarly, interns will receive a written evaluation upon completion of their assignment and may be eligible for future recommendations and professional references.

In exchange for their time, interns either receive a modest monetary stipend or community service credit. Such arrangements are made on an individual basis prior to the beginning of an internship and depend upon time commitment, prior experience, and the intern's personal needs.

Application Process: Internship applications are released in early April. Applications must be received by May 15, 2010. However, the internship program functions on a rolling basis. Thus, prospective interns are encouraged to submit their applications as soon as possible.

Interested students should complete the attached application at their earliest convenience. Completed applications may be mailed, scanned and emailed, or hand delivered to the Children's Theatre. Mail applications to:

Palo Alto Children's Theatre
Andrew Litt, Internship Coordinator
1305 Middlefield Road
Palo Alto, California 94301

Andrew.Litt@CityofPaloAlto.org
650.463.4935 (phone)
650.324.0291 (fax)

Please do *not* include additional documents such as letters or transcripts. Upon receipt of your application, you will be contacted to schedule an interview. Expect to receive initial contact within two weeks of submitting your application. This informal interview serves to answer your questions regarding our program and allows us to learn more about your interests as a student and future intern. Additionally, an initial conversation regarding duties and compensation occurs during this interview.

Programs: During Summer 2010, Children's Theatre is producing four productions and operating a theatre academy. Specifically, our productions are *Busytown*, *Robin Hood*, *Androcles and the Lion*, and *Barnum*. We also offer several one-week theatre camps, a three week theatre academy, and a four week intensive academy. Both academy sessions feature a showcase production. If any of these programs are of particular interest to you, please let us know!

Questions?: Please don't hesitate to contact us with any questions regarding the theatre or our internship program. Children's Theatre is open Tuesday - Saturday, 9:30 AM - 6:30 PM, and is available by phone at 650.463.4930.

Internship Application



CITY OF PALO ALTO

Internship

Children's Theatre is a program of the City of Palo Alto, Community Services Department.

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name _____

Address _____

Email Address _____ Home Phone _____ Alternate Phone _____

Do you have a valid driver's license? _____ If under 18, can you provide a work permit? _____ Email Address _____

How did you hear about this program? _____

POSITION or AREA DESIRED

First Choice: _____ Second Choice: _____ Date Available: _____

EDUCATION & SKILLS

High School: _____ Graduation or expected graduation date: _____

College or University: _____ Graduation or expected graduation date: _____ Major: _____

Software proficiencies: _____ Can you lift 20 pounds? _____

Theatrical proficiencies (i.e. costume craft, lighting design, carpentry, etc.) _____

EXPERIENCE

List most recent experience first; include unpaid volunteer work, if applicable.

Employer: _____ City/State: _____

From: _____ To: _____ Salary-start _____ Salary-final _____

Supervisor/Title: _____ May we contact? _____ Telephone: _____

Title and duties: _____

Reason for leaving: _____

EXPERIENCE (continued)

List most recent experience first; include unpaid volunteer work, if applicable.

Employer: _____ City/State: _____

From: _____ To: _____ Salary-start _____ Salary-final _____

Supervisor/Title: _____ May we contact? _____ Telephone: _____

Title and duties: _____

Reason for leaving: _____

EXPERIENCE (continued)

List most recent experience first; include unpaid volunteer work, if applicable.

Employer: _____ City/State: _____

From: _____ To: _____ Salary-start _____ Salary-final _____

Supervisor/Title: _____ May we contact? _____ Telephone: _____

Title and duties: _____

Reason for leaving: _____

OTHER INFORMATION

Please provide any additional information that staff will find useful in reviewing your application. Examples include prior theatre experience, other arts-related experience, useful skills, circumstances to consider, etc.

ADA NOTICE

If you need any special accommodation during the application process, or to perform the essential functions of this position, please advise us below.

AGREEMENT

It is understood that any misrepresentation or deliberate omission of a material fact on this application may be justification for termination or refusal of internship or employment opportunity. If necessary, I agree to be fingerprinted as part of a criminal background check required for people who work with children. I fully understand that acceptance of an internship or employment opportunity is contingent upon meeting the City's physical requirements. I authorize the employers, volunteer agencies, schools, and/or persons named above to give any additional information regarding my qualifications and character. I sign of my own free will.

Please read the above statement and sign: _____ Date: _____

If applicant is under 18, parent/Guardian Signature: _____ Date: _____