INTERNSHIP APPLICATION

Full Name: ___________________________ Gender Pronouns (ex. she, he, they, ze, etc):

Preferred Name (if applicable):

Street Address: ______________________ Mailing Address (if different):

City, State, Zip: ______________________ City, State, Zip:

Primary Ph#: ________________________ Other Ph#:

Email: _______________________________

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

School (if any): ______________________ Major/Concentration:

Would you need to relocate to Boston for this internship? Yes/No

Would you need to search for housing in Boston for this internship? Yes/No

Note: At The Theater Offensive, our interns may come from anywhere. We are unable to house interns. Upon acceptance into the internship program we may be able to offer web resources for finding local housing.
Help us determine the best fit for you at The Theater Offensive by answering the following questions.

I. AREAS OF INTEREST
Please mark ALL internship positions for which you would like to be considered.

___ Development & Communications Intern- assist with data entry, in-kind donation solicitation, mailing, event logistics, outreach initiatives, phone banking, mailers, and market research. Other tasks include press research, taking photos at events, calendar listings and social media research and postings. The ideal candidate for this internship will have a professional sensibility, sharp attention to detail and good time management.

___ Intern to the Executive Artistic Director – work with the founder and visionary of The Theater Offensive and his assistant through big picture visioning, decision-making and long term planning. Assist Executive Artistic Director team in communicating with the Board of Directors, preparing for conferences and special events, task management and general office administration. Availability during standard business hours preferred; some evening and weekend work required. Each intern takes on a major project and is supervised by the EAD and his assistant as a team.

___ Programs Intern - assist the Programs Department staff in three main areas: evaluation, arts research and assisting with ongoing programs and productions. The intern’s work will include hands-on experience with systems that track the impact of past programming, maintain current operations and plan for the future. Comfort with Microsoft Office and Google suite a plus. Availability during standard business hours (10am-6pm) is preferred; some evening/weekend work required.

___ True Colors Expansion Intern- assist the Youth Programs Manager with running True Colors Creative Action Crew and Studio. Availability during standard business hours is preferred; some evening/weekend work required.

___ OUT ‘hood Series Intern- assist the Community Programs Manager with running OUT’hood Series Events. Assist the Programs Team in Producing Events, Line-Producing Community Event in our neighborhoods, Front of House Duties, Researching Local Artists to collaborate with for future events, Provide Artist Support to Community Manager on projects. Availability during evenings/weekends work required; some availability during standard business hours.

___ Pride Youth Theater Alliance Intern – Work with the PYTA Manager to support engagement and participation among PYTA partners and members across the United States and in Canada; Increase awareness of PYTA programs throughout the queer arts, youth leadership and theater education sectors. Assist with program communications, and social media efforts; Assist with data collection and input, and research regarding relevant grants, programs and resources for PYTA. TTO is a member of the Pride Youth Theater Alliance as well as its fiscal sponsor. Learn more about PYTA at www.prideyouththeateralliance.org.

___ Managing Director Intern- assist the Managing Director with funding raising for The Theater Offensive. Assist the Dev/Comm Team with donor management in data entry, in-kind donations, outreach initiatives, phone banking, and marketing research. The ideal candidate for this internship will have a professional sensibility, sharp attention to detail and good time management. Availability during standard business hours preferred; some evening/weekend work required.

___ True Colors Troupe Intern - assist with True Colors Troupe artistically onsite at rehearsals and performances, as well as administratively in the office. PREFERRED AVAILABILITY: Summer — M, T, Th 12pm-7pm; Fall/Spring –T, Th

___ Other (please be specific) – Take a moment to learn about The Theater Offensive. If you would like to do something outside of the above descriptions, tell us how you envision contributing out work and what you hope to gain in your internship. (Attach a page if completing the application by hand).
II. SCHEDULING/STRUCTURE

We hire interns for three seasons throughout the year. For best results, please declare your desired season and apply at least five weeks before your proposed start date.

- **Summer** (May or June-August)
- **Fall** (September-December or January)
- **Spring** (January-May or June)

**Proposed Start Date:**  

**End Date:**

**Desired weekly hours.** Please be sure to consider your commute to our Boston office before you answer. To ensure a valuable experience on both ends, we require a 15hr/wk minimum for our interns.

<table>
<thead>
<tr>
<th>Minimum hrs/wk:</th>
<th>Maximum hrs/wk:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Weekly availability.** List ONLY when you’d arrive/depart office. Our office is open from 9am-6pm M-F.

- **Mondays:**  
- **Tuesdays:**  
- **Wednesdays:**  
- **Thursdays:**  
- **Fridays:**

Note: some weekend work will be requested, but we have no regular weekend hours

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

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

**Interview availability.** Should we need to interview you, when are you generally available?

- **Day/Time:**

Method (please mark all that apply):

- **phone** (best number _____________)  
- **skype** (username? _____________)  
- **in person** (at TTO office)
III. CREDIT
Is the internship for academic credit? YES / NO

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:

How did you hear about The Theater Offensive? About this internship?

________________________________________________________________________________________

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)

[ ] driver’s license 
[ ] office experience 
[ ] database/excel 
[ ] time management 
[ ] event planning 
[ ] social media 
[ ] sales 
[ ] schmoozing

VI. STATEMENT OF FINANCIAL NEED

Internships at The Theater Offensive are unpaid. In accordance with the Fair Labor Standards Act, you are advised of this policy. We expect a reciprocal exchange of work from the Intern and experience, guidance and opportunities from TTO supervisors or other staff. In some cases, small stipends are available to offset an intern’s cost of living in Boston. We must prioritize these funds based on level of fit as well as need.

Would you like to be considered for a stipend? YES/NO

If so, please tell us why we should prioritize you. Also, mention any other resources your have pursued for funding (ie. service learning grants from a university, etc) as applicable.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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.

- Bio • Resume • Writing Samples • Website/Blogs • Video • Design Samples • Photos •
- Recommendations • Portfolio • Artwork • Journals • Posters •

Cookies & Bribes 😊

PLEASE ATTACH ADDITIONAL MATERIALS AND COMMENTS

If your internship is with True Colors OUT Youth Theater or any other youth programming, a CORI background check will be required for this position.

**PLEASE NOTE THAT APPLICATIONS CAN TAKE 6 to 8 WEEKS TO PROCESS INTERNALLY.** We suggest that you apply for internships at least 10 weeks prior to when you need to have your internship secured for scheduling, school credit, housing or scholarship purposes. For more information or special consideration, please contact us via email. No phone calls please.