

Steppenwolf Theatre Company Internship Program

# Application Instructions

## Stage Management

*A completed application includes the following items:*

- ✓ A completed and signed Application Form
- ✓ A résumé of theatre-related experience
- ✓ A brief, personal statement which discusses the following:
  1. Your long-term professional goals
  2. How you feel the internship program at Steppenwolf will help you achieve those goals
  3. Your expectations regarding the internship
  4. What you can contribute to Steppenwolf
- ✓ Two recommendation forms, complete with letters from individuals who can attest to your ability to fulfill the duties of the internship
- ✓ Work Samples: 5-7 pages that represent your stage management. Examples include: pages from a call script, rehearsal and performance notes or reports, run crew tracking sheets, prop lists, etc...

Positions Available:

- **First Look Repertory Single-Show Internship** June 20<sup>th</sup> 2006 to August 13<sup>th</sup>, 2006
- **Downstairs Apprenticeship** August 8<sup>th</sup>, 2006 to August 27<sup>th</sup>, 2007
- **Upstairs Apprenticeship** December 19<sup>th</sup>, 2006 to July 1<sup>st</sup>, 2007

There is a separate application non-Stage Management Apprenticeship and Summer Internships.

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### *Important information:*

- ❖ It is not necessary to submit a cover letter.
- ❖ **\*All pages submitted should be single-sided and not bound or stapled.\***
- ❖ The Application must be postmarked by May 1<sup>st</sup>.
- ❖ We will contact you via mail within two weeks of receiving your application. Please **do not** contact us.

**Submit the Application to:**  
Internship Program  
Steppenwolf Theatre Company  
758 West North Avenue, 4<sup>th</sup> Floor  
Chicago, Illinois 60610

**Questions? Contact:**  
Libby Ford  
Internship Coordinator  
Phone: 312.335.1888  
Email: [internships@steppenwolf.org](mailto:internships@steppenwolf.org)



**steppenwolf** theatre company

*Internship Program Application  
Stage Management  
APPLICATION FORM*

Name \_\_\_\_\_  
last first middle initial

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dy yr

***Permanent contact information:***

Address \_\_\_\_\_  
number/street/apt no. city/state zip code

Phone ( ) \_\_\_\_\_

Email address \_\_\_\_\_

***Current contact information (if different from your permanent address):***

Address \_\_\_\_\_  
number/street/apt no. city/state zip code

Phone ( ) \_\_\_\_\_

Email address \_\_\_\_\_

Current contact information effective until what date? \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dy yr

***Academic information:***

College/university \_\_\_\_\_

Graduation Date \_\_\_\_ / \_\_\_\_  
mm yr

Degree \_\_\_\_\_ Title of major \_\_\_\_\_  
B.A./B.F.A./etc.?

***Stage Management Positions***

*Please indicate which position(s) you are applying to*

- First Look Repertory Single-Show Internship (June 20<sup>th</sup>, 2006 to August 13<sup>th</sup>, 2006)
- Downstairs Apprenticeship (August 8<sup>th</sup>, 2006 to August 27<sup>th</sup>, 2007)
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Application Deadline May 1<sup>st</sup>, 2006

\*postmark date

Have you applied to the program before? If so, when? \_\_\_\_\_

How did you hear about the internship program? \_\_\_\_\_

***Signature*** \_\_\_\_\_

*Internship Program Application*  
*Stage Management*  
**RECOMMENDATION FORM**

**Applicant:** Please fill in your name and give this form to an individual who is familiar with your work. Each applicant must include two letters of recommendation from two separate persons familiar with your work.

Name \_\_\_\_\_

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Application Deadline May 1<sup>st</sup>, 2006

\*postmark date

**Recommendation Sponsor:** Thank you for agreeing to submit a recommendation in support of this applicant for the Summer Internship at Steppenwolf Theatre Company. Your comments will be available only to those involved in our decision process. Please fill out the information below and submit a letter regarding the applicant's ability to fulfill the duties of the internship.

**Note:** Please return this form with your recommendation to the applicant. It will not be accepted if submitted separately.

Name \_\_\_\_\_  
last first middle initial

Title \_\_\_\_\_

Phone (     ) \_\_\_\_\_

Email address \_\_\_\_\_

***Signature*** \_\_\_\_\_

*Internship Program Application Form*  
*Stage Management*  
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Title \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Email address \_\_\_\_\_

**Signature** \_\_\_\_\_