


Transforming Lives Through Theater
SUMMER ACADEMY 2012
Internship Program

Are you excited for Summer Academy? Of course, we all are, but have you considered giving your time to the Academy in another capacity other than taking a class? Students entering 8th grade and up have the exciting opportunity to serve as interns with the Academy. You have all been students in the past and certainly you have met previous interns, or were one yourself. Previous interns have enjoyed the added challenge of a leadership role and added responsibility. Keeping in mind that First Stage is a non-profit organization, we would greatly appreciate your time on a **volunteer** basis. However, you will earn \$50 intern credit toward future classes for every week worked. Below is a description of internship duties to review and consider.

INTERNSHIP DUTIES

Shepherd

Interns will be assigned to a group of students, be a role model for student behavior, and make sure that they get to each class safely and on time.

Mentor

Interns should be prepared to listen to the concerns of students and relay issues to Academy staff. Interns should also be familiar with the Academy's agreements and policies to help communicate student responsibilities.

Student Supervisor

Interns may be asked to supervise students when arriving, departing, at Lunch, moving between classes, etc.

Office Assistant

Interns may serve as an assistant in the Academy Office, answering the telephone, taking attendance, light customer service, filing paperwork, making copies, compiling data, delivering messages, etc.

Internships can be as short as one week or as long as the full summer. Attached is an intern application where you can discuss your special skills, interests and availability. You will find out your intern assignment in early May. We will have a mandatory meeting as a group in the following month. Details to follow.

**TO APPLY FOR AN INTERNSHIP,
PLEASE FILL OUT AND RETURN THE ATTACHED FORM.**

QUESTIONS? CONTACT:

Ken Williams, Summer Academy Director
(414) 267-2972 or kwilliams@firststage.org



SUMMER ACADEMY 2012 Internship Application

 First Name Last Name

 Address City State Zip

 Phone Number Grade in Fall 2012 Student E-mail

 Parent/Guardian Name Phone Number

 Parent/Guardian Name Phone Number

 Parent/Guardian Signature Parent E-mail

Please fill in when and where you available to intern with the location codes listed below.
You cannot intern for the same weeks you are registered for a course.

M: Milwaukee Youth Arts Center | **O:** Oconomowoc Arts Center | **S:** Sharon Lynne Wilson Center

6/18-6/22	6/25-6/29	7/2-7/6	7/9-7/13	7/16-7/20	7/23-7/27	7/30-8/3	8/6-8/10

What dates are you registered for Summer Academy?

6/18-6/22	6/25-6/29	7/2-7/6	7/9-7/13	7/16-7/20	7/23-7/27	7/30-8/3	8/6-8/10

Have you been an Academy Intern in the past? YES _____ NO _____

If yes, when and what did you do? What did you like or dislike?

On the back or another page, please write a short paragraph explaining why you would like to become an Academy Intern. Include any information regarding financial need or special skills that you have to offer.

PLEASE MAIL OR FAX THE COMPLETED INTERNSHIP APPLICATION TO:

First Stage Theater Academy – Attn: Ken Williams
 325 W. Walnut Street, Milwaukee, WI 53212
 Fax (414) 267-2976