



## **MPS Earn to Learn – Arts Internship Program**

Through partnerships between MPS and local arts organizations, the MPS Arts Internship program will provide high school students with paid internship opportunities to explore careers in the arts while also gaining practical and applicable job skills and work experience.

Arts Internships will span a total of at least 40 hours and will take place during after school, weekend and summer hours from now until the end of summer 2010. Interns will be paid \$8 per hour and provided with bus tickets or a bus pass. Each student intern will work closely with a supervisor/mentor, will be offered opportunities to attend a job readiness training session and will strive toward the following objectives:

- become more prepared for future work experience
- gain confidence in applying for future jobs
- learn new skills and abilities in the area of focus of their internship
- gain a deeper understanding of the production and work that goes into completing a work of art or project in the area of focus of their internship.

### **Who can apply:**

To apply for an MPS Earn to Learn – Arts Internship you must:

- Be at least 16 years of age
- Be a resident of the City of Milwaukee
- Be currently enrolled in an MPS high school

It is preferred that applicants qualify for free or reduced lunch.

### **To apply:**

Read the internship descriptions on pages 2-4. Contact the organization you are interested in working with for more information. Send the following application materials to the address of the organization you would like to apply to work with:

- Arts Internship Student Application form (page 5 of this document)
- A letter of interest stating why you want the internship and what you have to offer the organization
- A letter of recommendation from one of your teachers
- Any other information requested by the arts organization
- Some organizations have posted **deadlines for applications**, please be sure to get your application in on time! If no deadline is indicated, call or e-mail the contact to find out when you need to send your application in.

\*If you are hired and are under 18, please remember you need to obtain a work permit. Visit this website for more information:

[http://www.dwd.state.wi.us/er/labor\\_standards\\_bureau/work\\_permits.htm](http://www.dwd.state.wi.us/er/labor_standards_bureau/work_permits.htm)



**MPS Earn to Learn – Arts Internship Student Application form**

**Please contact the organization you are applying to for application deadline.**

**Eligibility:**

To be eligible for the MPS Earn to Learn – Arts Internship program you must:

- Be at least 16 years of age
- Be a resident of the City of Milwaukee
- Be currently enrolled in an MPS high school

It is preferred that applicants qualify for free or reduced lunch.

**To Apply:**

Your application packet should be sent directly to the arts organization contact on the internship description (see contacts on next page) and should include the following items:

- Arts Internship Student Application form
- A letter of interest stating why you want the internship and what you have to offer the organization
- A letter of recommendation from one of your teachers
- Any other information requested by the arts organization

Please fill in the information below.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

School Attending: \_\_\_\_\_

Grade as of 2009-2010 school year: \_\_\_\_\_ Age: \_\_\_\_\_

\*If you are over 18, you must also complete a criminal background check prior to work. A background check form will be provided by the arts organization at the time of your interview.

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NONDISCRIMINATION NOTICE
It is the policy of Milwaukee Public Schools that, as required by section 118.13, Wisconsin Statutes, no person will be denied admission to any public school or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990 (disability).



**Position 1: Theater Academy Internship**

**Effective: Spring and Summer**

**Reports to: Erin Whitehead, Academy Administrative Director and Laurie Nicholas DeMoon, Headmaster**

**Description:** This internship will support the Theater Academy during high programming days. Duties will include assisting in classroom preparation, greeting parents and students, serving as a teaching assistant as necessary and other administrative duties as needed.

**Outcomes:**

- Student interns will learn about creative drama and First Stage's life skills through stage skills curriculum.
- Interns will assist students and families in having a positive Theater Academy experience.
- Interns will gain confidence by working directly with theater professionals and developing industry contacts.
- Interns will enhance their professional communication skills by communicating with teaching artists, students and parents throughout the semester.

**Knowledge/Skills:**

- Students should have a genuine interest in theater arts, and working with young people.
- Students must be self-starters, reliable, and responsible.
- Students must be enthusiastic and willing to participate in acting exercises with the students.

**Scheduling:** Intern hours are available for up to 4-hours on Wednesday afternoons (1:30-5:30pm) and 7-hours on Saturdays (8:30am-3:30pm) for 18 weeks during school year academy programming. These hours are negotiable based on student's availability.

- **To Apply:** Send MPS Arts Internship Student Application form, a letter of interest stating why you want the internship and what you have to offer First Stage and a letter of recommendation from one of your teachers to:

Erin Whitehead, Theater Academy Office  
325 W. Walnut St.  
Milwaukee, WI 53212  
OR ewhitehead@firststage.org

## **Position 2: Playwriting/Directing Internship**

**Effective: May 1, 2010 – August 30, 2010**

**Reports to: Jeff Frank, Artistic Director**

**Description:** This internship will focus on the process of screening new play submissions and play development. Work may include reading play submissions, providing analysis and feedback on the work, organizing and cataloging scripts and preparing selected pieces for New Play Workshops. This position may also assist the Company Manager with the audition process. Interns may be asked to perform other artistic duties as assigned.

### **Outcomes:**

- Student interns will learn the artistic process for new play development.
- Interns will develop an understanding of the field of TYA (Theater for Young Audiences).
- Interns will put play analysis and directing skills to practical use by reading and presenting their ideas to professionals in the field of TYA.
- Interns will gain confidence by working directly with theater professionals and developing industry contacts.
- Interns will enhance their professional communication experience by reading plays and communicating their ideas through the written and spoken word.
- Through preparing for a New Play Workshop, student interns will witness the entire process of creating a play from the script to the stage.

### **Knowledge/Skills:**

- Students should have a genuine interest in theater arts, and working with young people.
- Students should enjoy reading and reflecting on literature.
- Students must be self-starters, reliable, and responsible.
- Students will be expected to work independently.

**Scheduling:** This schedule for this internship may be flexible and will be mutually agreed upon with the Artistic Director.

- **To Apply:** Send MPS Arts Internship Student Application form, a letter of interest stating why you want the internship and what you have to offer First Stage and a letter of recommendation from one of your teachers to:

Company Manager, Desiree Rosas  
325 W. Walnut St.  
Milwaukee, WI 53212  
OR drosas@firststage.org