

# First Stage Theater Academy

## School Year 2009/2010

### INTERNSHIPS

Are you excited for school year Academy? Of course, we all are, but have you considered giving your time to the Academy in another capacity other than student? You've all been students in the past and certainly you have met past interns, perhaps you even were one in the past yourself. Below is a description of intern duties to review and consider. Internships for each semester will earn \$50.00 toward future Academy classes. This earned credit can be donated back to First Stage Theater Academy or used for classes in the future.

Past interns have enjoyed the added challenge of a leadership role and added responsibility. Enclosed is an intern application where we ask you about your special skills, interests and availability. Please consider this opportunity. You may also sign up online at our website [www.firststage.org](http://www.firststage.org). If you have any questions or concerns, please contact Laura DeMoon at 414.267.2975. If you are interested, please mail or fax the completed intern application to the Academy Office at

Laura DeMoon  
First Stage  
325 W Walnut St, 53212  
Fax: 414.267.2976.

#### **Classroom Intern**

Intern will be assigned to a specific class for eight weeks. They will serve as a role model and teacher's assistant. These classes meet during our normal academy hours, Wednesday afternoons and Saturdays. Classes at the Wilson Center vary in times; please see the schedule for specific times.

#### **Office Assistant**

Intern 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. Students may intern in the office whenever they are free. Please give us an idea of your availability and we can work out a schedule.

It is important for an intern to fulfill their commitment to the term of the internship. Once classes get started teachers begin to count on our intern and students look forward to seeing them each week. Office interns are also indispensable and the staff relies on them to be in the office when they say they will be there. Please consider this commitment seriously before you make it. We look forward to hearing from you and have you become a part of our success.