

# ALLEY THEATRE

## INTERNSHIP APPLICATION

Please select the term, hours, and category that correspond with your application:

**Term:**    \_\_\_ Spring            \_\_\_ Summer            \_\_\_ Fall            \_\_\_ Full year (Spring and Fall)

**Hours:**        \_\_\_ Full-time only            \_\_\_ Part-time Only            \_\_\_ Full- or Part-time

**Category:**    \_\_\_ Paid (Fitzpatrick) only            \_\_\_ Unpaid Only            \_\_\_ Paid or Unpaid

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**Areas of Interest (up to 3, in order of preference):**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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**Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

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**Current Address** \_\_\_\_\_ **Permanent Address (if different)** \_\_\_\_\_

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\_\_\_\_\_  
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**Most Recent School Attended** \_\_\_\_\_

**Major** \_\_\_\_\_ **GPA** \_\_\_\_\_

**Class or Graduation Date** \_\_\_\_\_

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**Will you be completing this internship for school credit?** \_\_\_\_\_

*Applicants seeking academic credit for their participation in Alley Theatre Internships must do so through their sponsoring college or university. The Alley Theatre Education & Community Engagement department will manage evaluations, paperwork and other necessary details to fulfill requirements.*

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**In addition to a completed application, please submit the following:**

- A current résumé including educational experience
- A personal statement explaining why you're seeking an internship at the Alley and what you hope to gain from the experience
- Your availability for an internship (dates, days and hours of availability).
  - If you are applying for a Fitzpatrick Internship, you must be available full time for a minimum of 12 weeks.
- A photocopy of your valid driver's license or photo ID
- Two professional references with contact information
- Appropriate work samples:
  - Applicants seeking an internship in Arts Administration, Education, Management, Development, Marketing or Literary departments should include a two-page work sample (curriculum, proposal, or any other professional writing sample).
  - Applicants for Production departments may submit a digital portfolio.

**Please be sure to answer the following questions in your personal statement:**

1. Why are you interested in an internship at this time? Why have you chosen to apply for an internship at Alley Theatre?
2. What qualities, skills and interests make you the best candidate for this internship?
3. What are your educational or professional goals? How does an internship at Alley Theatre help you to achieve them?
4. If you are applying for a Fitzpatrick Internship, please also address your commitment to pursuing a career in theatre.

**APPLICATIONS MAY BE MAILED OR EMAILED (PREFERRED).**

**PLEASE SUBMIT ALL APPLICATION MATERIALS TOGETHER, AND SEND YOUR COMPLETED APPLICATION, RÉSUMÉ, AND WORK SAMPLES AND/OR PORTFOLIO TO:**

**Cathy Bencivenga**  
Executive Manager of Education & Community Engagement  
[cathyb@alleytheatre.org](mailto:cathyb@alleytheatre.org)  
615 Texas Avenue  
Houston, TX 77002

Due to the high volume of submissions, only those candidates receiving an interview will be contacted.