

Summer Internship Program 2010

Creating Tomorrow's Leaders Today

The Town Hall **Summer Internship Program** is a competitive six-week school-to-career program that places high school students in paid internships in performing arts venues throughout New York City. Interns acquire marketable skills in arts administration and technical theatre. Summer assignments will include marketing, communication, development, script critiquing, program coordination, general administration, management, archiving, costume management and much more. Job and life skills are taught hand in hand, enabling interns to pursue higher education and careers in technical theatre and arts administration.

Program Dates:

July 5 - Aug 13, 2010

Application deadline

April 30, 2010

Please submit your completed application to:

**The Town Hall
Summer Internship Program
123 West 43rd Street
New York, NY 10036**

Mandatory Interview

May 13, 2010

Mandatory Orientation

July 1-2, 2010

Contact Us:

212.997.1003

If you have further questions about The Summer Internship Program or about completing this application, please contact Kyra Rogowska at kpopiel@the-townhall-nyc.org.



All Interns must be available and able to commit to the entire program.

How to Apply

- Step 1 Complete the **LEARN Application packet** (pages 1-4).
All Information must be completed.
- Step 2 Complete the **Student Emergency Contact Form**.
- Step 3 Create a **resume**. Please list information about previous jobs, internships, and volunteer experience. Please also include extracurricular activities such as clubs, teams, or committees in which you participate.
- Step 4 Write a **one-page letter** telling us why you are applying for the Summer Internship Program. Include your personal goals.
- Step 5 Ask at least one adult, such as a teacher, guidance counselor, or mentor to write a brief **letter of recommendation** in support of your application.

Kindly submit all the above materials to The Town Hall by

Friday, April 30, 2010.

Student interns will receive placement at one of the following locations: Abingdon Theatre Company, Annabella Gonzalez Dance Theater, Battery Dance Company, The Drilling Company/Shakespeare in the Parking Lot, The Ensemble Studio Theatre, Gina Gibney Dance, The Irish Repertory Theatre, Lar Lubovitch Dance Company, Mabou Mines, Mint Theater, ModProp.com, Inc., The Pearl Theatre, Performance Space 122, Theater for the New City, Women's Project.

Please visit The Town Hall Summer Internship Program online at
<http://the-townhall-nyc.org/educational-outreach-services>