



**BOARD OF DIRECTORS Meeting Minutes**  
*Our Mission: Breathing fresh air into timeless texts for Oak Park and beyond.*

**OPFT Intern application for summer 2017**

**HOW TO APPLY:**

Complete and submit the following **application**, including your **personal statement**, and **resume** to OPFT Managing Director Jhenai Mootz. [Jhenai@oakparkfestival.com](mailto:Jhenai@oakparkfestival.com), with INTERN APP 2017 in the subject line.

**APPLICATION DEADLINE:** 2/28/2017

**PLEASE NOTE:** Internships with Oak Park Festival theatre are unpaid. Housing is not provided. The scope of the duties and projects are diverse in nature. OPFT Interns work with Chicago area theater professionals. Interning with OPFT allows you to begin to build a professional theater network. These connections may lead to future jobs in the industry and invaluable professional contacts within the theater community. Intern candidates to the program should be highly driven, enthusiastic and resourceful.

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

College/University: \_\_\_\_\_

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

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

I wish to earn college credit for this internship: Y / N

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Please indicate the internship track(s) you are applying for below:

**SUMMER SEASON 2017**

\_\_\_\_\_ **Session A – 2 weeks, SET BUILD** (May 8 - May 24, 2017)

*Session A will focus on the SET BUILD for the first production of the season. Interns will be building sets in the park while learning skills associated with set construction under the supervision of our Technical Director and Intern Coordinator.*

\_\_\_\_\_ **Session B – 8 weeks MACBETH** (May 24 – July 24, 2017)

*Session B – Inclusive Theater Internship following all areas involved with producing a full professional production. Interns will:*

- Assist with set construction and painting prior to show opening
- Be assigned either crew duties (lights, sound, ASM & running crew), or Front of House



*duties (House Management, Box Office, Concessions)*

- All interns will assist in pre and post show set up and strike.
- Will have the opportunity to audition for understudy roles. *Not all interns will be assigned understudy duties.*
- Will have the opportunity to participate in the Session B Intern Showcase
- Will have the opportunity to participate in the workshops lead by OPFT Company Members, all working professionals in the Chicagoland area.
- Will assist in Set Changeover from the 1<sup>st</sup> production to the 2<sup>nd</sup> production.

**Session C - 8 weeks FAIR MAID (July 3 – September 3, 2017)**

*Session C – Inclusive Theater Internship following all areas involved with producing a full professional production. Interns will:*

- *Assist with Set Changeover of 1<sup>st</sup> production to 2<sup>nd</sup> production*
- *Assist with set construction and painting prior to show opening*
- *Be assigned either crew duties (lights, sound, ASM & running crew), or Front of House duties (House Management, Box Office, Concessions)*
- All interns will assist in pre and post show set up and strike.
- Will have the opportunity to audition for understudy roles. *Not all interns will be assigned understudy duties.*
- Will have the opportunity to participate in the Session C Intern Showcase
- Will have the opportunity to participate in the workshops lead by OPFT Company Members, all working professionals in the Chicagoland area.
- Will assist in Season Strike.

*Please list conflicts with your chosen session:*

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*Will you be attempting to hold a summer job?* \_\_\_\_\_

**Casting Internship:**

This internship is seasonal work, please indicate your availability:

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**Arts Administration:**

This internship is seasonal work, please indicate your availability:

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**Please Provide 2 References:**

**Reference #1**

Name:

Email:



Position/Title:

Phone:

**Reference #2**

Name:

Email:

Position/Title:

Phone:

**Personal Statement:** Please write a personal statement addressing your goals for your career & what you would like to achieve and learn while interning with OPFT. (Word or PDF).

**Resume & Headshot** If applicable please email your professional résumé and headshot (Word or PDF).

**How did you hear about our internship program?** To help us with internships in the future, please let us know how you heard about our program. Facebook? Our Website? A professor? From a friend?