



## Lees-McRae College Summer Theatre Internship Program Application

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Email Address: \_\_\_\_\_ G.P.A. \_\_\_\_\_

Parent(s)/Guardian(s) Names: \_\_\_\_\_

Parents/Guardians Email Address: \_\_\_\_\_

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

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (include area code): \_\_\_\_\_ (cell)  
\_\_\_\_\_ (HOME)

Name of High School or College/University: \_\_\_\_\_

Indicate Performing Arts Instructors: \_\_\_\_\_  
\_\_\_\_\_

### List courses, training or experiences in each of the following areas:

Acting \_\_\_\_\_

Arts Management \_\_\_\_\_

Costumes \_\_\_\_\_

Dance/Movement \_\_\_\_\_

Leadership \_\_\_\_\_

Lighting Design \_\_\_\_\_

Properties \_\_\_\_\_

Publicity \_\_\_\_\_

Set Building \_\_\_\_\_

Sound Design \_\_\_\_\_

Stage Management \_\_\_\_\_

Vocal Performance \_\_\_\_\_

**Though interns will work in ALL areas available during their residence, I would like to know what you find most interesting. Please place a #1 by the most interesting and a #3 by your least interesting.**

\_\_\_ Management (publicity, house management, office, box office, special events/programs)

\_\_\_ Technical Theatre (costumes, lighting, sound, set construction)

\_\_\_ Performance/Production (ensemble work, production staff)

**Please place a #1 by your first choice, #2 by your second choice for which session you'd like to attend.**

\_\_\_ Session I - June 18 - July 6

\_\_\_ Session II - July 21 - August 8

**Please have THREE letters of References sent to Lees-McRae Summer Theatre Internship Program, Attn: Danielle Baisden, P.O. Box 128 Banner Elk, NC 28604  
Please List these References:**

1. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Relation: \_\_\_\_\_ Email Address: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Relation: \_\_\_\_\_ Email Address: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Relation: \_\_\_\_\_ Email Address: \_\_\_\_\_

**The following Character Checklist will be used to determine not only your placement for the summer internship but also to establish goals for development. Please be honest. If we find that you show negative characteristics that we were not aware of, and that we could have worked to improve, this could be seen as grounds for the termination of your internship.**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> accepting     | <input type="checkbox"/> energetic           | <input type="checkbox"/> inquisitive    |
| <input type="checkbox"/> achiever      | <input type="checkbox"/> follow directions   | <input type="checkbox"/> lazy           |
| <input type="checkbox"/> analytical    | <input type="checkbox"/> friendly            | <input type="checkbox"/> leader         |
| <input type="checkbox"/> appreciative  | <input type="checkbox"/> go-getter           | <input type="checkbox"/> narrow-minded  |
| <input type="checkbox"/> caring        | <input type="checkbox"/> gossipy             | <input type="checkbox"/> neat           |
| <input type="checkbox"/> collaborative | <input type="checkbox"/> happy               | <input type="checkbox"/> negative       |
| <input type="checkbox"/> confidential  | <input type="checkbox"/> humorous            | <input type="checkbox"/> open-minded    |
| <input type="checkbox"/> creative      | <input type="checkbox"/> hyper               | <input type="checkbox"/> proactive      |
| <input type="checkbox"/> curious       | <input type="checkbox"/> imaginative         | <input type="checkbox"/> problem-solver |
| <input type="checkbox"/> delegate      | <input type="checkbox"/> independent thinker | <input type="checkbox"/> procrastinator |

Please list any other descriptors that would help us to better understand your character.

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**Skills Checklist: Check all that apply:**

**Management**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> use computer   | <input type="checkbox"/> use Xerox machine           | <input type="checkbox"/> phone etiquette  |
| <input type="checkbox"/> write press releases   | <input type="checkbox"/> follow directions           | <input type="checkbox"/> research shows   |
| <input type="checkbox"/> plan and coordinate events   | <input type="checkbox"/> file                        | <input type="checkbox"/> handle money     |
| <input type="checkbox"/> fold and stuff programs  | <input type="checkbox"/> use credit card machine     | <input type="checkbox"/> drive a van      |
| <input type="checkbox"/> usher  | <input type="checkbox"/> multi-task                  | <input type="checkbox"/> problem-solve    |
| <input type="checkbox"/> take pictures  | <input type="checkbox"/> decorate for special events | <input type="checkbox"/> data entry       |
| <input type="checkbox"/> use a digital camera   | <input type="checkbox"/> Internet research           | <input type="checkbox"/> prioritize lists |
| <input type="checkbox"/> conduct meetings   | <input type="checkbox"/> teaching skills             |   |
| <input type="checkbox"/> bulletin board design  | <input type="checkbox"/> document meetings           |   |
| <input type="checkbox"/> time management skills   | <input type="checkbox"/> bulk mailings               |   |
| <input type="checkbox"/> design Power Point presentations   |  |   |
| <input type="checkbox"/> use office equipment (fax, folding machines, calculator, paper cutter, paper shredder) |  |   |
| <input type="checkbox"/> Other skills in the area of management: _____  |  |   |

**Technical Theatre**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> read a pattern for costumes  | <input type="checkbox"/> stitch clothing    | <input type="checkbox"/> use surger      |
| <input type="checkbox"/> cut patter   | <input type="checkbox"/> use sewing machine | <input type="checkbox"/> design costumes |
| <input type="checkbox"/> match colors   | <input type="checkbox"/> laundry            | <input type="checkbox"/> iron            |
| <input type="checkbox"/> fit costumes   | <input type="checkbox"/> dress performers   | <input type="checkbox"/> accessorizing   |
| <input type="checkbox"/> make-up  | <input type="checkbox"/> wigs               |  |
| <input type="checkbox"/> hang and focus lighting instruments  |   |  |
| <input type="checkbox"/> operate a sound board  |   |  |
| <input type="checkbox"/> operate a light board  |   |  |
| <input type="checkbox"/> run spotlights   |   |  |
| <input type="checkbox"/> paint  |   |  |
| <input type="checkbox"/> climb ladders (5 ft., 8 ft. 12 ft. 24 ft.)                                       |   |  |
| <input type="checkbox"/> measure (tape measure, chalk line, square)                                       |   |  |
| <input type="checkbox"/> use saws (hand saw, circular saw, jig (saber) saw, table saw, miter saw)         |   |  |
| <input type="checkbox"/> use construction tools (hammer, drill, socket and ratchet set, and hand stapler) |   |  |

**Outside Interests**

Please list any outside activities or interest that you have aside from theatre:

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**Application Checklist:**

- Applicants must be 16-21 years of age
- A neatly completed application form; found enclosed in this brochure
- One-page resumé highlighting your performing arts and theater experience
- Three letters of reference
- Application form from Lees-McRae College, if applying for college credit

**By my signature, I agree that all of the information included in the application process for the Summer Theatre Internship Program at Lees-McRae College is accurate. My talents, skills and experiences have not been misrepresented.**

_____	_____
Intern Applicant Signature	Date

_____	_____
Parent or Guardian Signature	Date

_____	_____
LMST Internship Representative	Date

Payment for the LMST Internship Program should be made by check only and payable to **Lees-McRae College** with **LMST Internship Program** on the subject line. Please attach the check to the Internship Registration Form with a paper clip and mail to the following address:

**Lees McRae College**  
**Summer Theatre Internship Program**  
**Attn: Danielle Baisden, Intern Coordinator**  
**P.O. Box 128**  
**Banner Elk, NC 20604**