



WALNUT STREET THEATRE

Internship Request Form

Dear Prospective Intern,

Thank you for your interest in interning with the Walnut Street Theatre! Below are some questions that will help us identify if you are a good match for our programs. Please fill the form out completely and return to Jasmine Hammond, Assistant Director of Education at jh@walnutstreettheatre.org. We will do our best to accommodate your interests and needs during the year. Please note all internships cannot be fulfilled and all internships are unpaid, but, can count towards a school credit.

Sincerely,

Thomas P. Quinn
Director of Education
Walnut Street Theatre

Name:

School (if applicable):

Grade level (if applicable):

College Major (if applicable):

Please check all that apply:

Completing internship for credit []

Completing internship for school requirement []

Completing internship for work experience [] Completing internship for fun []

Please circle your experience with 1 being the least experienced and 5 being the most experienced:

- | | | | | | |
|---|---|---|---|---|---|
| 1. I have experience with Microsoft programs | 1 | 2 | 3 | 4 | 5 |
| 2. I have experience with database programs | 1 | 2 | 3 | 4 | 5 |
| 3. I know how to operate a copy machine | 1 | 2 | 3 | 4 | 5 |
| 4. I know how to operate a mail machine | 1 | 2 | 3 | 4 | 5 |
| 5. I know how to operate a fax machine | 1 | 2 | 3 | 4 | 5 |
| 6. I learn quickly | 1 | 2 | 3 | 4 | 5 |
| 7. I have experience working in an office setting | 1 | 2 | 3 | 4 | 5 |
| 8. I have experience using mapquest/google maps | 1 | 2 | 3 | 4 | 5 |
| 9. I have experience using the internet to research | 1 | 2 | 3 | 4 | 5 |
| 10. I have experience working on a show | 1 | 2 | 3 | 4 | 5 |

Please fill out the following:

I prefer my hours to take place: 11am-2pm 3pm-6pm No preference

I prefer to work on the following days of the week: Mon Tues Wed Thur Fri Sat

Goals for Internship

Please write what your goals are for this internship. Be specific.

Please keep in mind that we are a busy, professional, non-profit theatre. All interns are expected to come to the theatre on time and should be dressed appropriately for a professional environment. We are happy to assist in your personal development and appreciate the help and dedication interns can bring. However, should you not take the internship seriously or prove to be a distraction either through chronic lateness or poor work quality we will be forced to end the internship.

Please sign below signally your commitment to make your best effort in all aspects of any possible internship.

Your Name

Date