

**This application is intended to be a preview only application. Please do not print and fill out this application and send it to SPARC. If after viewing the preview of the application you would like to apply, then click [here](#) to take you to the online application. Thank you!**

**Thank you for considering SPARC as a place you'd like to intern at. We're excited to receive your application and get in touch with you! This application will take approximately 30 minutes to complete. While you will be able to walk away from the application and come back, we recommend setting aside the time to complete it in one sitting. If you have any questions while filling out the application, please contact us at [sparc@sparcrichmond.org](mailto:sparc@sparcrichmond.org).**

## Personal Information

\* 1. First Name

\* 2. Last Name

3. Preferred Name (if applicable)

\* 4. Address

**Address**

**Address 2**

**City/Town**

**State/Province**

**ZIP/Postal Code**

**Country**

**Email Address**

**Mobile Phone  
Number**

\* 5. Preferred Means of Contact?

- Email  
 Phone Call  
 Text

\* 6. Emergency Contact Information

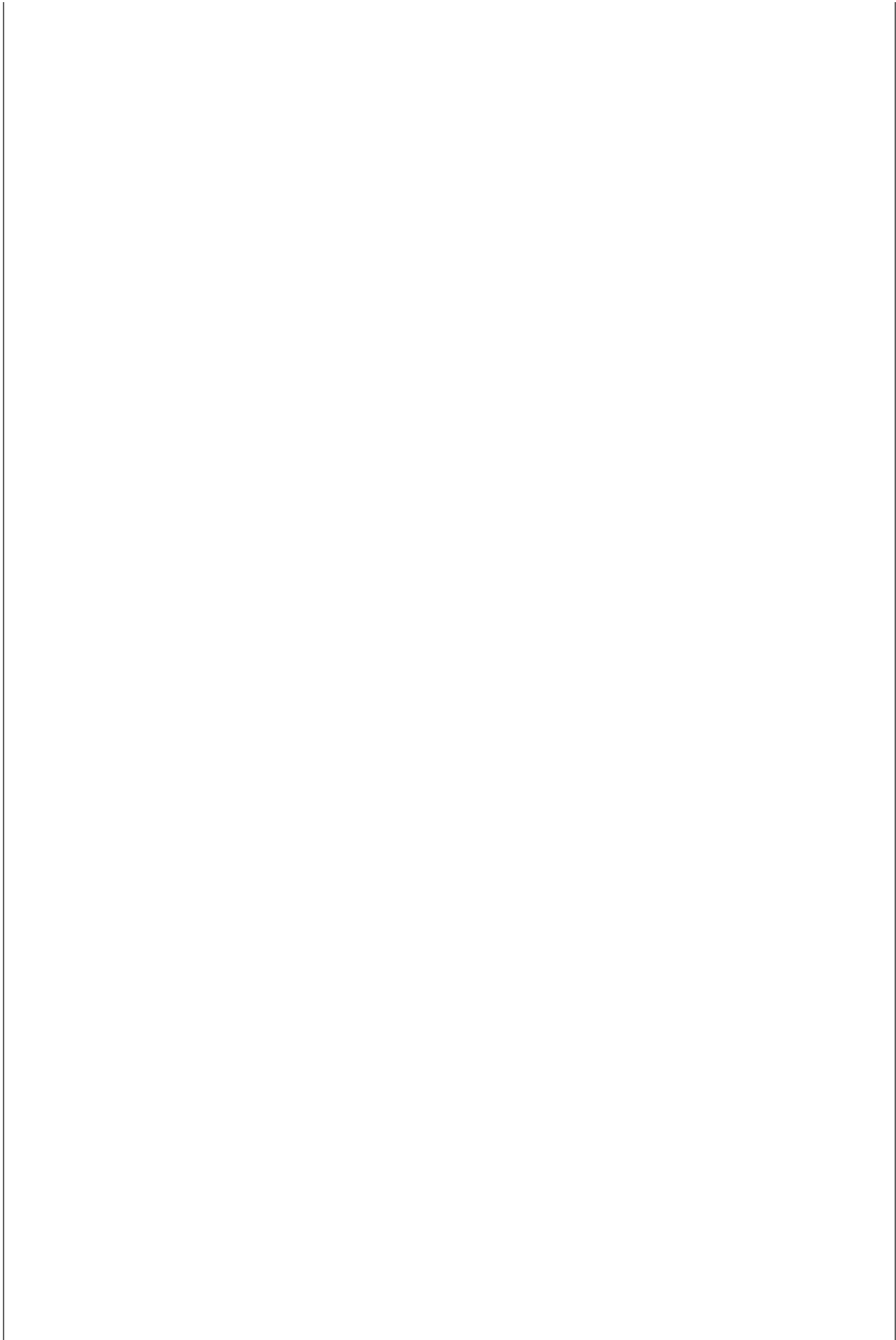
Name:

Relationship:

Email Address:

Phone Number:

\* 7. How did you hear about SPARC?



## Areas of Interest

**Carefully read the following descriptions of internship positions and then rank them from 1 to 9 based on your interests. One (1) being your top interest. Internships are assigned based on your interest and position availability. Therefore, while first choices are not guaranteed, SPARC will work with you to find a position that fits your wants, needs, and that will help you grow in your learning.**

\* 8. Rank the following:

**Live Art Intern** - An intern in the Live Art program will collaborate with Live Art Faculty. Interns should have an interest in and availability to be in Live Art classes taking hands-on roles, such as leading games, warm-ups, and other activities in a team-teaching structure; taking photos and videos for marketing/archival purposes, and assisting daily in classroom management. This internship is for anyone interested in learning about programming specifically designed for a community of artists with and without disabilities. Interns can expect to work with youth ages 10 to 18 in cooperation with lead teaching artists in after-school and weekend classes.

**Training Workshops & Classes Intern** - Interns who participate in Training Classes & Workshops will report to the Training Faculty, further supported by the Programs Assistant. Interns will learn in real-time classrooms by shadowing and taking hands-on roles, such as leading games, warm-ups, and other activities in a team-teaching structure; taking photos and videos for marketing/archival purposes, and assisting daily in classroom management. Learning and goal setting will be further supported by out-of-class training and mentorship. Interns can expect to work with youth ages 4 to 18 in cooperation with lead teaching artists in after-school and weekend classes.

**Spectrum Intern** - Spectrum is a year-long devised theatre program that works with LGBTQ+ youth in two 12-week sessions. Interns would be expected to work one to two days during the work week for 3-4 hours as well as be present for the 3-hour weekly sessions with the Spectrum youth. During their time together the Spectrum youth Ensemble works as an ensemble alongside the staff to create an original, devised piece of theatre that they present to the community at the end of the program. This program works within the principles of Creative Youth Development or CYD. Interns will assist the Spectrum Faculty with administrative tasks, such as updating student roles and rosters as students join the program or if anyone leaves, as well as in classroom tasks, such as assisting with pulling any props or costume pieces that might be needed for the rehearsal process or final production. Looking for someone with an interest in working with youth and the discipline of devised theatre.

**Stages Intern** - A Stages Intern will report to Stages faculty. Interns will work in Title 1 schools in 2nd and 3rd grade classrooms across the Richmond City area, shadowing Stages teachers, being an active participant in the classroom, and being a part of the lesson planning process. Title 1 is the largest federally funded program to assist schools with the highest concentrations of poverty. As interns grow in the role, they will introduce ideas for lesson plans and start teaching/leading activities. Interns should have general availability during school hours.



**Stage Management Intern** - Assists Stage Manager and/or Assistant Stage Manager in rehearsal process and preparation including but not limited to: notetaking, light walking, line reading, student tracking, student dismissal, sourcing rehearsal sounds, dramaturgy (if of interest to the Intern); In certain productions and based on experience, the SM Intern may act as the Assistant Stage Manager; assists with production paperwork; attends production and design meetings; assists with performances as a backstage or booth monitor; where applicable, acts as an audition/callback monitor.



**Theatre Management Intern** - Theatre Management Interns will assist the Production Manager on a variety of production season tasks including but not limited to: Front of House (house management, box office, patron services), Theatre Administration (show licensing, playbill creation, production paperwork, season curation, volunteer management), and Production Management (production inventory, paperwork, communications).



**Youth Arts Administration Intern** - assist the Director of Programs in three main areas: evaluation, arts research, and assisting with ongoing programs and productions. This will include hands-on experience with systems that track the impact of programming, maintain current operations, and plan for the future. Comfort with Microsoft Office, Google suite, and SurveyMonkey, a plus. Looking for someone who has experience participating in or working in a youth program or has a strong desire to want to work with youth.



**Development Intern** - Join SPARC's development team in encouraging our community to support the organization through tax-deductible gifts and donations. In this role you will learn many of the basics of non-profit fundraising from a day-to-day project management basis. Projects and activities may include: organizing and participating in special event fundraisers and donor cultivation events; writing thank you notes to donors and volunteers; researching potential donors and foundation funding sources; writing press releases and other print collateral; helping with direct mail fundraising initiatives; supporting the work of SPARC's board and development committee.



**Other (please be specific)** - If you would like to do something outside of the above descriptions, tell us how you envision contributing to our work and what you hope to gain in your internship.

9. If "Other" is one of your top choices, provide specifics here.

**Tell Us About Yourself!**

**When answering these questions, please do tell us as much as you can about yourself and your interests so that we know where and how you may learn and work best in our organization.**

\* 10. What most intrigues you about your number one pick from the previous question?

\* 11. You could get an internship anywhere in the city, why does working with youth in an arts organization appeal to you?

\* 12. Describe your career goals and how this SPARC internship will help you reach these goals. Be specific.

\* 13. How does the work you're interested in align with Equity, Diversity, and Inclusion?

\* 14. Tell us something you've done that you're proud of.

## Academic Information

\* 15. Choose the option which best describes you.

- High school student
- College student
- Looking for professional development
- Other (please specify)

\* 16. If applicable, what is the name of your school?

\* 17. Are you a full or part-time student?

- Full time
- Part time
- Not applicable

\* 18. Is the internship for academic credit?

- Yes
- No
- Not applicable

\* 19. Is the internship for work study?

- Yes
- No
- Not applicable

\* 20. If the internship is for academic credit or work study, what does your school need from us (i.e. paperwork, deadlines, meetings, etc.)? If not applicable, write N/A.

\* 21. If the internship is for academic credit or work study, what does your school require of YOU (papers, evaluations, journals, final project, timesheets, total hours, etc)? If not applicable, write N/A.

\* 22. Do you have an internship or work study advisor?

- Yes
- No
- Not applicable

23. Please include your advisor's contact information below.

Name	<input type="text"/>
Title	<input type="text"/>
Email Address	<input type="text"/>
Office Hours	<input type="text"/>



## Scheduling and Structure

\* 24. What are your desired **WEEKLY** hours? Please be sure to consider your login time or commute to SPARC's office before you answer. To ensure a valuable experience on both ends, we require a 4 hr/wk minimum for our interns.

Minimum Hours:

Maximum Hours:

\* 25. What is your weekly availability? List **ONLY** when you'd arrive/depart online meetings or the office. While our office is open from 9am-5pm M-F, **other classes and productions are scheduled on evenings and weekends at various times.** Please let us know all of your available times.

Mondays:

Tuesdays:

Wednesdays:

Thursdays:

Fridays:

Saturdays:

Sundays:

\* 26. What other weekly time commitments will you have besides this internship? When? (work schedule, classes, rehearsals, practices, etc)?

\* 27. List (to the best of your ability) any sporadic schedule conflicts (vacations, exam period, college visits, etc.) that might occur in the internship period:

\* 28. Should we need to interview you, when are you generally available (i.e. Mondays at 2, Wednesdays at 4, etc.)?

\* 29. What is your preferred first interview method (you can pick more than one)?

Zoom

Google Meet

Microsoft Teams

Phone Call

## Experience

30. Which of the following do you have any experience in?

- |  |   |
|--|---|
| <input type="checkbox"/> Google Suite                    | <input type="checkbox"/> Office Experience                            |
| <input type="checkbox"/> Microsoft Word                  | <input type="checkbox"/> Event Planning                               |
| <input type="checkbox"/> Microsoft Excel                 | <input type="checkbox"/> Public Speaking                              |
| <input type="checkbox"/> Other Microsoft Office Programs | <input type="checkbox"/> Customer Service Experience (in person)      |
| <input type="checkbox"/> Adobe Programs                  | <input type="checkbox"/> Customer Service Experience (over the phone) |
| <input type="checkbox"/> SurveyMonkey                    | <input type="checkbox"/> CPR Training                                 |
| <input type="checkbox"/> Driver's License                | <input type="checkbox"/> First Aid Training                           |

Comments (optional)

31. Please attach your work resume, work history description. If you have online work samples or projects that you would like to share, please include the links on your resume, work history description, or on a document of their own.

Choose File

Choose File

No file chosen