



OLD LIBRARY THEATRE

12-45 RIVER ROAD #103 • FAIR LAWN • NJ 07410

201.797.3553

info@oldlibrarytheatre.net

www.oldlibrarytheatre.net

OLD LIBRARY THEATRE HIGH SCHOOL INTERNSHIP PROGRAM

Ever wonder what it's like behind the scenes at a community theatre?

A paid internship Fair Lawn Recreation Department's Old Library Theatre (OLT) is your chance to find out! You'll get a birds-eye view of every aspect of producing a community theatre production through direct work with the production staff of a main stage musical and the organization's executive board. You'll have the opportunity to develop skills in, and gain experience with, casting, house and stage management, costume, lighting and sound design, set design and construction, publicity, box office... you name it!

You don't need prior experience or specific knowledge of theatre or the dramatic arts to apply—just an interest in learning about what it takes to mount a quality production at an affordable price!

OLT offers internships each spring, summer, and fall. These paid internships are open to students in grades 10, 11, and 12, attending school in Northern New Jersey.

To apply, complete the application form and submit one letter of recommendation, from a teacher or school administrator, to the address listed above.

Internship application deadlines are:

- **February 15** for spring internships (running from February through May)
- **May 15** for summer internships (running from May through August)
- **August 15** for fall internships (running from August through December)

For more information, email info@oldlibrarytheatre.net, visit us online at oldlibrarytheatre.net/internships or call 201.797.3553.





OLD LIBRARY THEATRE HIGH SCHOOL INTERNSHIP APPLICATION

Fair Lawn Recreation Department's resident theatre company Old Library Theatre (OLT) offers paid internships to students in grades 10, 11, or 12 at a Northern New Jersey high school.

What does a high school intern do at OLT? The Internship includes the following:

- Main Stage Production – Each intern will spend approximately half of their internship observing, assisting, and being mentored by a production staff member mounting our main stage production. Backstage placements will be chosen according to interns' interests and experience.
- OLT Initiatives – Other theatre initiatives include a Youth Workshop Series, Readers Theatre, Refreshments, Fundraising and Publicity Committees, Social Media (Facebook & Twitter accounts), and Playbook ad sales. Interns will participate in a minimum of two of these initiatives, according to their interests.

The program this spring primarily involves weeknight commitments, during the hours of 6-9pm. Occasional weekend evenings and afternoons during tech week and performances will be required.

Interns are required to commit to attending all sessions of the internship program. Upon successful completion of the program, interns will receive a \$150 stipend. No more than two interns will be selected per term.

Please note all application requirements below. Incomplete applications will not be considered.

ELIGIBILITY REQUIREMENTS

- You must be currently enrolled as a sophomore, junior or senior at a Northern New Jersey school.
- You must be able to attend all sessions of the internship program.

APPLICATION REQUIREMENTS

- Completed application form.
- One letter of recommendation, from a school teacher or administrator.
- Completed applications must be addressed to:

The High School Internship Program
Old Library Theatre
12-45 River Road, #103
Fair Lawn, NJ 07410

APPLICANT INFORMATION

FIRST NAME MIDDLE NAME LAST NAME GENDER

SCHOOL NAME

STREET ADDRESS CITY STATE ZIP CODE

EMAIL PREFERRED PHONE NUMBER

PARENT/GUARDIAN FIRST NAME PARENT/GUARDIAN LAST NAME

EMAIL PREFERRED PHONE NUMBER

HOW DID YOU HEAR ABOUT THIS PROGRAM?

- Teacher Friend Performance Email Facebook Twitter Website
 Other: _____

PLACEMENT AND INITIATIVE INTERESTS

For a portion of the program, each intern will receive a backstage placement. Please select at least three preferred placements:

- Casting Musical Direction Costume Design Set Design
 Set Construction Lighting Design Sound Design Props

Each intern will also become involved in an OLT Initiative. Please select at least three preferred initiatives:

- Youth Workshop Series Readers Theatre Playbook Ad Sales Refreshments Committee
 Publicity Committee Social Media (Facebook and Twitter Accounts) Fund Raising Committee

PLEASE ATTACH ANSWERS TO THE FOLLOWING QUESTIONS IN A SEPARATE DOCUMENT:

1. Why do you want to be an intern with Old Library Theatre? (300 words or less)
2. Why did you select the placement interests listed above? (300 words or less)
3. Describe any interests, hobbies, or extracurricular activities that relate to your interest in this internship. (300 words or less)
4. Describe any previous theatrical experience you have that relate to this internship.
5. Tell us about your future goals and how you believe having this internship would assist you: (300 words or less)

