



# Internship Application

Thank you for your interest in Quincy Community Theatre’s internship program. This internship is intended for students with a proven interest in and commitment to theatre. Upon acceptance into the program, internships are designed around the interests and availability of the student. This is an excellent opportunity for students to learn more about directing, set design, costumes, lighting and sound, theatre education, stage management, and more. At this time, all internships are unpaid positions.

All applicants must be currently enrolled in high school or college and have a proven track record of involvement in theatre (participation in one QCT production or equivalent experience).

**Part One: Tell us about yourself.**

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

E-mail: \_\_\_\_\_

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

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

School: \_\_\_\_\_ Grade/Year: \_\_\_\_\_

Previous QCT experience: \_\_\_\_\_

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Other theatrical training/experience: \_\_\_\_\_

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**Application Requirements:**

- Completed application form.
- Recommendation form, to be completed by a member of the QCT staff. (If you are new to QCT, this form may be completed by a teacher, manager, or professional reference.)
- Interview with the Head of Education.



### **Part Four: The Recommendation**

Please give the attached form to a QCT staff member, teacher, employer, or other professional reference. The recommendation form can be returned separately from your other application materials.

Please provide the following information about the person recommending you:

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

### **Part Five: Fill this out if you are under 18 years old.**

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

Parent/Guardian Contact Information: \_\_\_\_\_

\_\_\_\_\_

**Please send application materials to:**

Kelsey Celek  
Head of Education/Director of Student Theatre  
Quincy Community Theatre  
300 Civic Center Plaza Ste. 118  
Quincy, IL 62035  
[education@1qct.org](mailto:education@1qct.org) 217-222-3209 ex. 108

**If you have been selected for an interview, you  
will be contacted via e-mail.**



# Internship Recommendation Form

**Recommendation for:** \_\_\_\_\_

Thank you for taking the time to recommend a young person to Quincy Community Theatre's internship program. Our program is intended for students in high school or college who have shown a strong interest in and commitment to the theatre. This recommendation form is to assess whether or not a student has the abilities and work ethic required for such a position.

Your Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Best way to contact you: \_\_\_\_\_

**Please rate the student on the following characteristics (scale is 1-5, 5 being the best):**

Creativity	1	2	3	4	5
Positive Attitude	1	2	3	4	5
Work Ethic	1	2	3	4	5
Interest in the Performing Arts	1	2	3	4	5
Ability to Work with Others	1	2	3	4	5

**Please mark your opinions on the following statements:**

This student is self-motivated.	Disagree	Neutral	Agree
This student is punctual.	Disagree	Neutral	Agree
This student completes tasks on time.	Disagree	Neutral	Agree
This student is pleasant to work with.	Disagree	Neutral	Agree
This student has shown talent/skill in the arts.	Disagree	Neutral	Agree
This student would benefit from an opportunity like this internship.	Disagree	Neutral	Agree

Other comments about this student: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Please return to:** Quincy Community Theatre, ATTN: Kelsey Celek, Head of Education  
 300 Civic Center Plaza Ste. 118, Quincy, IL 62301 OR education@1qct.org

