



# CHILDREN'S THEATRE OF CHARLOTTE

## 2012 JUNIOR INTERN APPLICATION FORM

Directions: Tab to each field, fill in and printing the application. Mail the completed application, including required attachments to the address at the bottom of the application. Applications must be complete and include *all* attachments; incomplete applications will not be considered.

All applicants will be contacted via email by May 15, 2012.

**Junior Intern Applications are due by May 1, 2012.**

Legal Name (First, Middle Last): _____	
Address: _____ City, State, Zip _____	
Home Phone: ( ) - _____	Cell Phone: ( ) - _____ Email: _____
Current Grade: (2011-12 School Year): <input type="checkbox"/> 9 <sup>th</sup> Grade <input type="checkbox"/> 10 <sup>th</sup> Grade <input type="checkbox"/> 11 <sup>th</sup> Grade <input type="checkbox"/> 12 <sup>th</sup> Grade	
School Attended (2011-12 School Year): _____	
Emergency Contact: _____	Phone: ( ) - _____ Relationship: _____

### Mission and Scope of Services

Our mission is to enrich the lives of young people, ages 3-18, of all cultures, through theatre and educational experiences of the highest quality. Children's Theatre services about 1700 students throughout a 9-week summer program with a variety of theatre day camps at ImagineOn and satellite location. Children's Theatre satellite locations provide program accessibility at a variety of sites throughout the Charlotte area. At Children's Theatre, we continue to see education as a driving force behind the work we do. By inspiring the minds of our youth, we are helping to build a strong future for our community.

### Junior Intern Responsibilities

The Junior Intern will serve in an integral role to support our summer educational programming. The junior intern will have responsibilities working with children ages 3-18 including classroom assistance, drop-off and pick-up, snack time, and aftercare. Other responsibilities include administrative duties such as roll sheets, scheduling, supplies, organization and registration. The Junior Intern will provide support to the Summer Staff, Education Program Administrator, and Education Enrichment Coordinator.

### Availability

The 2012 summer education program runs from June 11<sup>th</sup> through August 10<sup>th</sup>. Applicants must be available Monday through Friday 8:30 a.m. to 4:00 p.m. for the weeks indicated. Please indicate your availability below:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> June 11-15 | <input type="checkbox"/> July 16-20       |
| <input type="checkbox"/> June 18-22 | <input type="checkbox"/> July 23-27       |
| <input type="checkbox"/> June 25-29 | <input type="checkbox"/> July 30-August 3 |
| <input type="checkbox"/> July 9-13  | <input type="checkbox"/> August 6-10      |

Applicants must be available for a minimum of three weeks. Please indicate the *maximum* number of weeks you would like to be considered for:

- 3 weeks  4 weeks  5 weeks  6 weeks  7 weeks  8 weeks

Junior Intern recipients are required to attend a mandatory training on Thursday, June 7<sup>th</sup> from 3:00 - 4:00 p.m.  
Will you be able to attend this mandatory training?

Yes

No

## Satellite Location

Please check the following if willing to work at a satellite location:

- I am available to work at the North Charlotte location at UNC Charlotte
- I am available to work at the South Charlotte location at Charlotte Latin

### List any theatre training or certifications:

(for example: Musical Theatre, Improv, Shakespeare, Stage Combat)

### List experience working with children:

(Please be specific about the ages of children.)

**Attachments:** Please enclose the following with your application:

#### 1. References:

Attach a list of 2-3 employers and/or personal character references who we may contact in reference to your past experience with children or teens.

#### 2. Letter of Recommendation:

Please provide one letter of recommendation.

#### 3. Responses to the following:

- a) Describe your strengths and challenges in working with children.
- b) Describe your goals as a junior intern and the unique contribution you would make to the Education Summer Staff of Children's Theatre of Charlotte.

I have read this application carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge

**I understand that any omission of fact or misleading information given in this application for internship, any attachments to it, or in my interview(s) may result in the denial of my internship, the withdrawal of any offer of an internship, or suspension or discharge from any position, as applicable.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### RETURN THIS FORM TO:

**CHILDREN'S THEATRE OF CHARLOTTE  
300 E. 7<sup>th</sup> Street  
CHARLOTTE, NORTH CAROLINA 28202  
ATTN: Andrea Derreberry**

The Children's Theatre of Charlotte is an Equal Employment Opportunity Employer. As such, in compliance with and as required by federal and state law all applicants are considered without regard to race, color, religion, national origin, sex, age or disability.