

Performing Arts Internships

APPLICATION COVER SHEET – PERFORMING ARTS PROGRAM

Organization Information

Name of Organization

Contact Name

Position

Mailing Address

City

Province

Postal Code

Telephone

E-Mail

Website

Charitable Registration Number

Organizational Revenue (from last audited statements)

Intern Information

Intern Name and Preferred Pronouns

Intern's Mailing Address

City

Province

Postal Code

Telephone

E-Mail

Application Information

Amount Requested

Area of Practice (eg. management, artistic direction, producing, technical direction, design, etc.)

Duration of Internship (specify months or weeks and part-time or full-time)

Internship Start Date and End Date (month, year)

Application Checklist – Please ensure all of the following are included in your application to us.

- 1. Metcalf Foundation cover sheet
- 2. Statements from intern and from mentor
- 3. Application text (in this order):
 - a. brief introduction to the company
 - b1. analysis of intern's existing & desired skill set
 - b2. work plan
 - b3. opportunities for external professional development
 - c. brief bio of the intern
 - d. brief bios of the mentor(s)/trainer(s)/supervisor(s)
 - e. measures to evaluate the progress & effectiveness of the placement
- 4. Two budgets – a. internship budget & b. organization's current operating budget
- 5. Video
- 6. Attachments – a. intern's resume & b. organization's audited financial statements

Please attach this form to your Performing Arts Internships application.