



## 2017/2018 Allen Lee Hughes Fellowship Information and Required Materials

**Fellowship Description:** The Allen Lee Hughes Fellowship & Internship Program offers personalized training and in-depth, hands-on experience with seasoned professionals in **arts administration, artistic development, community engagement, and technical production**. All fellowships are also supplemented with mentorship from senior staff members, professional development workshops and monthly meetings with directors, designers and senior staff administrators, who provide insight into the overall management of the theater.

**Dates:** Fellowships are only available for full-time, full-season commitments of 30-44 weeks.

**Compensation:** Weekly stipend of \$300.00

**Deadline:** Completed applications should be sent to [fellows@arenastage.org](mailto:fellows@arenastage.org) by **Friday, March 3, 2017**.

### **Required Application Materials:**

- 1) **Completed application** (see page 2)
- 2) **Cover letter:** Detail your interest in the season fellowship program. The letter should also include responses to the following questions:
  - What is your eventual career goal in the theater?
  - Why are you seeking a fellowship at this time?
  - What do you hope to gain from this fellowship experience?
- 3) **Diversity Statement:** Arena Stage champions diversity throughout the organization and in the community. Please include a brief statement (250-500 words) explaining your commitment and potential contribution to this core value.
- 4) **Résumé**
- 5) **Academic Transcript:** Most recent version; does **not** have to be an official copy.
- 6) **Brief Writing Sample:** For arts administration, artistic development, and community engagement applicants **only**. Length: 2-3 pages only; excerpts accepted.

**E-mail your completed application materials to [fellows@arenastage.org](mailto:fellows@arenastage.org) by  
Friday March 3, 2017.**

**Hardcopy and incomplete applications will not be considered.**

Candidates selected for consideration will be contacted for an interview. Interviews are required and can be completed either in-person, by skype or by telephone.

**Please do not call about the status of your application.** Candidates not selected for consideration will be notified via e-mail in a timely manner.



## 2017/2018 Allen Lee Hughes Season Fellowship Application

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Please list your specific dates of availability \_\_\_\_\_

How did you hear about the Allen Lee Hughes Fellowship and Internship program?

\_\_\_\_\_

**Please mark up to two areas of interest in order of preference (1, 2,)**

**Arts Administration**

- Company Management
- Business
- Development
- Management
- Marketing
- Media Relations

**Artistic Development**

- Artistic Development
- Casting
- Directing

**Technical Production**

- Costumes
- Lighting
- Stage Management
- Technical Direction

**Community Engagement**

- Education and School Programs
- Education and Community Programs

**Please list three references (at least one academic and one professional)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

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