

# CPA Internship Program

## Frequently Asked Questions

### 1. What internships do you offer?

- a) Development (Fundraising) Internship
- b) Graphic Design Internship
- c) Collections Management Internship
- d) Archives/Library Internship
- e) Exhibitions Internship
- f) Museum Education Internship
- g) Production: Performance Internship (Not offered until Spring session 2018)
- h) Production: Directing Internship (Not offered until Spring session 2018)
- i) Production: Stage Management Internship (Offered Fall 2017 & Winter 2017)
- j) Production: Puppet Building Internship (Not offered until Spring session 2018)
- k) Production: Electrics Internship

### 2. When are the internships available?

- a) Fall Session: September- December (12-15 weeks)  
Application Deadline: July 30th
  
- b) Spring/Winter Session: February- May (12-15 weeks)  
Application Deadline: November 30<sup>th</sup>
  
- c) Summer Session: May/June- August/September (12-15 weeks)  
Application Deadline: March 1st

### 3. Is there a deadline for intern applications?

Yes; see the above application deadlines.

### 4. Are the internships paid or unpaid?

No, the Center for Puppetry Arts is a not-for-profit organization and our internships are not paid. However, interns can receive a \$200 gratitude stipend on the successful completion of their internship and course credit if applicable. They also receive other valuable opportunities for growth such as: professional development, complimentary Center tickets, industry contacts, and being a valuable part of the Center family.

### 5. What are the qualifications to be eligible for the internship program?

- a) Age 18 years or older  
The preferred applicant is currently enrolled in an undergraduate or graduate program and/or a college graduate. However, we will consider applicants with other skills and work experience if well qualified.
- b) High School Diploma or GED
- c) Satisfactory completion of a background check

- d) Must be able to commit to the length of the internship and be able to intern 10-15 hours a week. Schedule is decided between the intern and the supervisor.
- e) Must have an applicable major for the internship or an interest in working for a non-profit.

## **6. How do I apply?**

Any application missing any of the materials below will not be considered. To apply for any internship, you must include:

- a) Cover Letter
- b) Resume
- c) Design Samples if applicable for the internship (Graphic Design, Puppet Workshop, Scene Shop)
- d) Writing Samples (Marketing ONLY)
- e) Transcripts (Collection's Management, Electrics and Archiving/Library ONLY)
- f) Course Requirements if applicable for course credit.

To be considered, please submit your application via one of the following methods:

- 1) Email: [internship@puppet.org](mailto:internship@puppet.org)  
In Subject Line: "Name" – "internship applying for"  
Example: John Smith – 2013 Spring Development Internship
- 2) Mail: Center for Puppetry Arts  
ATTN: Internship Coordinator  
1404 Spring Street, NW  
Atlanta, GA 30309
- 3) Fax: Attn: Internship Coordinator; 404-873-9907

## **7. When should I expect to hear back?**

We will notify you via email that we received your materials within two weeks of submitting your application. Interviews are scheduled as early as one week after the application deadline, and as late as two months after the deadline.

## **8. Will I hear back from you if I am not selected?**

Yes; if you are not selected for an internship, you will be notified, regardless of whether you were asked to come in for an interview or not.

## **9. Are there exact start and end dates?**

All start and end dates are flexible. We do ask that you please indicate in your cover letter or application form if you are not available for any portion of the internship session for which you are applying.

## **10. What should I expect if called in for an audition for the Performance internship?**

Auditions requirements will be listed on the internship description but may consist of a prepared short monologue, puppet manipulation (puppets provided; no prior puppet experience required), prepared sides from the script (sides provided before the auditions) or a prepared song (a cappella).

## **11. Who do I contact if I have a question?**

You can email the Internship Coordinator, Megan Montague, at [internship@puppet.org](mailto:internship@puppet.org)