



## **Theatre Extern**

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**Music**

**Dance**

**Theatre Arts**



578 E Street, Lincoln, CA 95648, [www.thestagedowntown.com](http://www.thestagedowntown.com), 916-258-2082

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- **What is a Theatre Assistant Externship?**

- Theatre Assistant Externships offer a unique professional development opportunity connecting the theatre arts classroom to the theatrical workplace. They provide an experience in which Theatre Assistants spend time in a working theatre to learn through direct experience about trends, skill requirements, and opportunities in industries related to their subject, in order to enrich and strengthen their theatre knowledge and bring relevance to production and student learning. There are many types of workplace experiences, such as student internships, teacher externships, job shadowing, informational interviewing, and service learning. Externships range from a day of job shadowing to longer externships that are usually project-based and can last as long as a full summer or semester. Theatre Assistant externships offer a professional development experience that is often transformative for future theatre directors and their students.

- **Purpose**

- The purpose of a theatre assistant externship is to engage in activities to learn how community and youth theatre productions are produced and directed. Theatre Assistants improve their theoretical practices by learning and incorporating new teaching methods and employment skills that meet current industry standards. The educational goal of an externship is to increase a theatre assistants ability to connect theory and practice and bring an understanding of workplace practices and policies (e.g. problem solving methods, practical applications of theory, leadership concepts) into the theatre, thus increasing the relevance of student learning.

- **Benefits**

- With first-hand exposure, theatre assistants can learn to design and implement theatre production activities, projects and work-based learning opportunities that will add relevance and meaning to students' learning. Externships provide a fresh perspective that lets potential new directors tie curriculum to real-world applications. Thus gaining ability to explain the value of what students are learning.



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## Externship Application

<b>Full Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>School:</b>	<b>School phone:</b>

**Areas of Interest** *(circle all that apply)*

Directing	Stage Management	Set Design & Construction	Front of House Management
Choreography	Technical Design & Operation	Prop Design & Construction	Marketing & Ad Sales
Music Coaching/Directing	Costume Design & Construction	Volunteer Coordinator	Recruitment & Outreach

**A. Education Background**

<p>High School Grade Completed:</p> <p>If you have any College Courses what is your Degree Major/Minor Subjects:</p>  
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**B. Directing/Teaching/Assisting Experience**

<p>List any teaching or assisting experience you have had (include title, type).</p>
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List & briefly describe workshops, camps, courses, or seminars completed within the last three years:

**C. Specialized Skills and/or Interests**

**D. Previous School Arts Experience**

School	School
Class	Class
Description	Job Description
Dates	Dates



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**E. Previous Work Experience**

Employer	Employer
Location	Location
Job Description/Duties	Job Description/Duties
Dates	Dates

Are you currently working full time? YES                      NO If no, percent time you are working:
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**F. Emergency Contact Information**

Name:	Relationship:
Phone:	Address:

Name:	Relationship:
Phone:	Address:



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## AGREEMENT FOR THEATRE ASSISTANT EXTERNSHIP

<b>Host Site: The Stage</b>			
<b>Site Contact Name:</b>			
<b>Address:</b>			
<b>Phone:</b>			
<b>Theatre Assistant Name:</b>			
<b>Theatre Assistant Contact Phone Number:</b>			
<b>Theatre Assistant email address:</b>			
<b>Externship Duration:</b>	<b>Days/Weeks:</b>	<b>Start date:</b>	<b>End date:</b>

**1. The Stage agrees to provide a Theatre Assistant externship opportunity that will:**

- Provide a point of contact for the theatre assistant
- Impart knowledge of career opportunities, organizational issues, hiring trends and skills required for work in the industry by providing assistants the opportunity to conduct auditions, shadow artistic team members, make observations and collect appropriate materials
- Give the theatre assistant the opportunity to make observations and perform tasks that will enhance understanding and skills in specific areas related to their theatre interests.
- Report any problems or concerns that may arise during the course of the externship by calling Jennifer Frick at (479) 644-9315. If you can't get a hold of Jennifer, call the studio at (916) 664-2516 and leave Hanna Schwesinger a message there.
- Maintain an adequate and safe training environment and tools, which meet state and federal health and safety rules and regulations
- Inform theatre assistant externs of all applicable rules, regulations and safety precautions established by federal or state law, regulation, or by The Stage
- Complete an evaluation of the externship program

**2. Insurance**

The Studio shall carry and maintain for the duration of this agreement self-insurance of the following types and amounts:

- a. Comprehensive General Liability
- b. Workers' Compensation Insurance



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### 3. Indemnification/Hold Harmless

The Extern shall indemnify, defend, and hold harmless McLaughlin Studios, its employees, directors, officers, agents, independent contractors, parent, or subsidiary companies (collectively “the Studio” for the purpose of this paragraph) from all losses, damages, liabilities, claims actions, or judgments arising out of injury, death, property damage or other cause, based or asserted upon any act, omission, or negligence of the Studio, its officers, employees, agents or independent contractors related to the performance of any activity contemplated by this Agreement. This provision shall survive termination of this Agreement.

### 4. Termination

This Agreement may be terminated by the mutual written consent of the parties or by service of 5 days written notice.

### 5. Notices

Notices shall be sent to the following addresses:

**Studio Address:**

**Extern Address:**

### 6. Entire Agreement

No change, modification, or addition to this Agreement shall be effective unless in writing and signed by both parties. This Agreement constitutes the entire understanding between the parties and supersedes any prior negotiations, understandings, and agreements, written or oral with respect to any activity contemplated herein.

IN WITNESS THEREOF, the parties hereto executed this Agreement on \_\_\_\_\_, 20\_\_\_\_\_.

<b>Authorized Stage Representative</b>	<b>Date</b>
<b>Authorized Extern Representative</b>	<b>Date</b>



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## EMPLOYER-THEATRE ASSISTANT EXTERN WORK PLAN

**Externship Host Site:**

**Supervisor's Name:**

**Theatre Assistant Extern's Name:**

**Work Plan (To be developed by Producer or Director and Theatre Assistant-Extern)**

**Period of Externship (Dates):**

**Number of hours:**

**Theatre Assistant Extern signature:**

**Host Site signature (Teacher):**





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## CHECKLIST FOR A SUCCESSFUL EXTERNSHIP

- Call the host site the day before to confirm the date(s), time(s), arrival location and parking location for your externship. Ask about lunch – should you bring one, will they provide one, will you go out to lunch with others?
- Wear appropriate attire for The Stage
- Arrive at the agreed upon time
- Read/review the company handbook
- Follow all company guidelines and rules of confidentiality
- Act professionally at all times
- Stay actively engaged at all times
- Bring a copy of the work plan to The Stage Teacher
- Give employees time to answer your questions; let them do most of the talking
- Be enthusiastic about what you see and can do
- Complete detailed notes that you will use to help develop your lesson plans
- Thank people you visit with for your externship
- Leave at the agreed upon time
- Send a thank you note



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## EXTERNSHIP TIME LOG

<b>Name of Extern:</b>
<b>Name of Host Site Teacher:</b>

Date	Time In	Time Out	Hours	Description of activities: jobs shadowed, informational interviews, projects assisted, etc.
<b>TOTAL HOURS</b>				

<b>Teaching Assistant Extern signature:</b>	<b>Date:</b>
<b>Host Site (Teacher) signature:</b>	<b>Date:</b>



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## EXTERNSHIP JOURNAL

Extern Host Site (The Stage):	
Date:	Time:
Department Name:	
Contact Name:	
Title:	
Email/Telephone:	

**Daily Activities (list):**

**Comments On The Activities You Observed:**

**Questions To Ask:**

**Notes & Other Comments:**



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## EVALUATION OF EXTERNSHIP PROGRAM [THE STAGE]

<b>Contact</b> ( <i>Individual Completing Evaluation</i> ):			
<b>Position:</b>			
<b>Telephone:</b>		<b>Email:</b>	
<b>Externship Dates:</b>	<b>From:</b>	<b>To:</b>	<b>Today's Date:</b>

**Please rate the externship program by circling the number that best represents your view:**

1 Strongly Disagree	2 Disagree	3 Agree Somewhat	4 Agree	5 Strongly Agree	N/A Not Applicable
I was contacted in enough time to make plans for hosting an extern.					N/A
<u>Comment:</u>					N/A
I received the information I needed to set up the externship.					N/A
<u>Comment:</u>					N/A
My role in providing an externship was clear.					N/A
<u>Comment:</u>					N/A
The amount of time allotted was: <input type="checkbox"/> just about right <input type="checkbox"/> too long <input type="checkbox"/> too short					
<u>Comment:</u>					
The extern was able to obtain information about my industry that will be useful for their future career.					N/A
<u>Comment:</u>					N/A
The extern was able to perform a function and/or produce a product that was of benefit to my work.					N/A
<u>Comment:</u>					N/A



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<p>I would host another extern.</p> <p><u>Comment:</u></p>	1	2	3	4	5	N/A
<p>I would host another teaching assistant extern, but for a <input type="checkbox"/> shorter <input type="checkbox"/> longer time period.</p> <p><u>Comment:</u></p>						
<p>What could have been done to help make the experience more valuable for you?</p>						
<p><u>Other Comments:</u></p>						

**THANK YOU FOR YOUR TIME AND INPUT!**



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## EVALUATION OF EXTERNSHIP PROGRAM FOR EXTERNS

Thank you for participating in the externship. In an effort to improve the experience for both externs and the employer, please take the time to complete this form.

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

School: \_\_\_\_\_

Employee(s) Shadowed: \_\_\_\_\_

Date(s) Shadowed: \_\_\_\_\_ # of Hours: \_\_\_\_\_

<p>1. The externship was connected to my subject matter expertise?</p> <p><u>Comment:</u></p>	<p style="text-align: center;">Disagree                      Agree</p> <p style="text-align: center;">1      2      3      4      5</p>
<p>2. The experience made me more aware of workplace readiness (problem solving, technology, communication) required by the employer.</p> <p><u>Comment:</u></p>	<p style="text-align: center;">1      2      3      4      5</p>
<p>3. Discussions with the employer focused on the academic preparation required for the occupation(s) observed.</p> <p><u>Comment:</u></p>	<p style="text-align: center;">1      2      3      4      5</p>
<p>4. During the experience, I was able to identify ways in which I could incorporate skills needed in the occupation(s) observed.</p> <p><u>Comment:</u></p>	<p style="text-align: center;">1      2      3      4      5</p>
<p>5. The information I received prior to the externship provided an adequate and clear understanding of what to expect.</p> <p><u>Comment:</u></p>	<p style="text-align: center;">1      2      3      4      5</p>



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<p>6. The amount of time I spent as an extern was appropriate.</p> <p><u>Comment:</u></p>	<p>1      2      3      4      5</p>
<p>7. What could have been done to help make the experience more meaningful for you?</p> <p><u>Comment:</u></p>	<p>1      2      3      4      5</p>
<p>8. Would you participate in an externship again?</p> <p><u>Comment:</u></p>	<p>Yes ___ No ___</p>
<p><u>Other Comments:</u></p>	



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## **SAMPLE THANK-YOU LETTER**

Your Name  
Address  
City, State, Zip Code  
Email  
Phone

Name of Contact Person  
Name of Host Site/Employer  
Address  
City, State, Zip Code

Date

Dear Mr./Ms. \_\_\_\_\_:

Thank you for your time and willingness to host me as an extern. I observed a variety of skills and competencies that I plan to implement in my future. As a result of my experience with (name of site) \_\_\_\_\_ I will be more successful at helping students understand the connection between the classroom and workplace skills necessary for success. Through my externship experience I learned \_\_\_\_\_ and will use this new knowledge help students to be more prepared to transition to advanced arts education.

Sincerely,

Your Name  
Title