

WILLIAM IVEY LONG STUDIOS

44 WALKER STREET
NEW YORK, NEW YORK 10013
(212) 929-7846 TEL (212) 627-9441 FAX
donaldb@williamiveylong.com

Our Internships

William Ivey Long Studios offers internships for serious-minded, highly motivated individuals who are interested in pursuing a professional career in the theatre. If accepted as an intern at William Ivey Long Studios, you will meet and work alongside professionals in the American Theatre, designers and costume makers who work all over the world. Each intern will provide support and be a part of the process through which theatrical productions are designed, developed, and realized.

We accept interns for 12 weeks or more depending on the commitment of the intern. Interns are accepted on a case by case basis throughout the year and the number of internships available varies each year depending on production needs.

The internship program requires a full-time commitment. All transportation costs related to the job will be paid for by William Ivey Long Studio. Transportation to and from work is the responsibility of the intern. Our intern positions are unpaid and the Studio does not provide housing.

During their time here, interns are encouraged to fulfill as many career-building goals and objectives as possible, gaining both work experience and professional contacts through our program.

Successful Interns

Our interns are dependable self-starters who possess an interest in costume design and costume making. All applicants should be creative, reliable, and committed individuals with some college level classes in theatre, costume, sewing, pattern making, or fashion. Graduate level students preferred. Some professional experience is preferred.

Our interns are results-oriented problem solvers – organized, dedicated, and ambitious. Interns should be motivated to thrive in an unpredictable, fast-paced work environment. Quick learners who have an ability to work independently will benefit greatly from our program. A positive attitude is a must.

College Credit

College credit may be arranged through a student's sponsoring institution. William Ivey Long Studios will work with each intern to meet his or her school's credit requirements; however, the intern is ultimately responsible for those arrangements. The intern's supervisor will provide all appropriate paperwork in a timely manner.

The Work Week

Hours are from 9am to 6pm, Monday through Friday, though often we ask interns to stay late or work on weekends. Some out-of-town travel may be required.

Specific duties will vary according to the particular needs of each production. Duties include – but are not limited to – shopping, fabric swatching, organizing costume bibles, running errands, doing drop-offs, pick-ups, and returns. Interns may be involved in fittings.

To Apply

Download and complete the application form available online at www.williamiveylong.com.

Along with your complete application form, please submit the following:

- 1) a one-page cover letter describing your interest in this program, including what you expect from the internship, your career objectives, and your experience in the theatre – your personal statement should reveal information about yourself that may not be represented in your résumé or recommendations.
- 2) your résumé
- 3) one or more letters of recommendation from those who have supervised your work

Send all application material to:

William Ivey Long Studios
Attention: Donald Sanders
44 Walker Street
Ground Level
New York, NY 10013

We are not able to consider incomplete applications and email applications can not be accepted. Please do not call or email to check on the status of your application. However, if you have relocated, if your situation has changed, or if you've been otherwise engaged, we would appreciate an email – donaldb@williamiveylong.com.

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Applicant's Name	
Address	
Phone	Email
Referred by, if applicable	
Birthdate	Social Security Number
Year in School	Highest Degree Completed
Areas of interest	
Familiarity with New York City (familiarity not required)	
If you are applying to receive college credit for this internship, which educational institution will be granting credit?	
Contact person for college credit - name, phone number, email	
References - name, position, relationship, email, phone	
1)	
2)	
3)	

I certify that information contained in this application is true and complete. I understand that false information may be grounds for non-acceptance or for immediate termination from the intern program at any point in the future if I am accepted. I authorize the verification of any or all information listed above.

Signature

Today's date

Please include resume, letter of intent, and letter of recommendation.