**ATAP Internship Agreement**

This agreement between the student, the ATAP team archivist supervising the internship, and the theatre company representative who will directly oversee the intern’s work, outlines the basic arrangements of the internship. Students undertaking an ATAP internship as part of an academic course may need to complete additional agreements as required by their faculty and university internship policies.

[Name of intern]

# [Name of project supervisor –archivist]

[Name of theatre company representative directly overseeing intern]

Project Activities

[These will vary according to discipline and academic level of student; see Internship description]

Assist with the preliminary archival assessment of [THEATRE company] archives

Take meeting notes

Perform basic archival processing tasks.

## Work Responsibilities and Host Site Work Conditions

* Student will read ATAP’s *Preserving Theatrical Legacy: an Archiving Manual for Theatre Companies* and attend appropriate training sessions as determined by the ATAP archivist before beginning internship.
* Student will work with company representative on company records for [NUMBER] hours a week.
* Student will arrange a schedule to communicate, in-person or virtually, with ATAP archivist [NUMBER OF TIMES] a week. [SPECIFY MEETING LOCATION]
* Student will work in the workspace provided in [specify the processing area designated by the theatre]
* Student will be considered a volunteer, OR, Student will receive a stipend [$x per hour] by [theatre company or other].
* The project will begin [DATE] and end [DATE].

## Monitoring Intern Progress

* Student will meet with the ATAP archivist onsite at least [NUMBER OF TIMES] to review status of work.

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**ATAP Archivist**

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**Theatre supervisor**

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**Student**