

Job Posting

Artistic Assistant

Overall Description: Working under the supervision of the Artistic Director, the Artistic Assistant provides support for Northlight's Artistic Director, Artistic Associate/Literary Manager, and for all artistic programming, from administrative to literary management to rehearsal needs as well as Audience Engagement events.

Responsibilities include but are not limited to:

- Support Artistic Director as requested, from play selection to casting to the rehearsal process. Assist in the planning and implementation of each Northlight mainstage season as well as any special projects, or outside collaborations.
- Support Literary Manager in all duties, including script solicitation, management, evaluation, development and preparation of scripts under consideration as well as maintenance of the script log and library as requested by Literary Manager.
- Administer the casting files, including opening and processing mail & email submissions, maintaining the physical files, staffing auditions, and other administrative support of casting as needed.
- Lead post-show audience discussions, panel discussions and other audience engagement events as assigned.
- Attend first rehearsals, designer run throughs, and opening night of all Mainstage shows and provide artistic or staffing support as requested.
- Assist with Interplay program, including private and public readings and workshops.
- Administer "Backstage with BJ" programming and all aspects of event.
- Participate on the Audience Engagement Team as assigned, implementing and continuing initiatives to engage audiences in Northlight's artistic and educational programs and to enhance the audience experience.

Qualifications: Must be fluent in GoogleDocs & Microsoft Office Suite, as well as possessing excellent Internet skills. High degree of autonomy and independent motivation essential, along with collaborative and communication skills. Public speaking and writing/editing experience a must. Excellent phone and organizational skills required. Must be able to work a flexible schedule, including nights and weekends. Must have a car and a valid driver's license.

Compensation: This position is part-time, averaging 25 hours per week, and will be paid hourly. Compensation will be commensurate with qualifications and experience. The range of benefits includes medical, dental and vision insurance, vacation pay, and a 401(k) retirement program.

How to Apply: Northlight Theatre is an equal opportunity employer and is interested in receiving candidates from a broad spectrum of people, including women and minorities. Qualified candidates should submit a resume and cover letter with your specific skills related to this position by April 3, 2017 to humanresources@northlight.org. No phone calls please.

Northlight Theatre is a professional LORT C theatre located just north of Chicago with an annual budget of \$3 million, producing a 5-play mainstage season, the Interplay new play program, a dynamic year-round audience engagement and education program, and a summer camp. For more information about the theatre: www.northlight.org.

<https://northlight.org/opportunities/>