

# NORTHLIGHT THEATRE

## Northlight Artistic Intern

**Job Title:** Artistic Intern

**Dates:** Summer 2020: June 1, 2020 - August 28, 2020

**Pay:** \$150 stipend

**Deadline to apply:** March 13, 2020

**Overall Description:** Working under the Literary Manager & Casting Associate and Artistic Programs Manager, the Artistic Intern will perform a variety of tasks related to the Artistic Department of Northlight Theatre with an emphasis on artistic administration, dramaturgy, and literary management.

### Experience Includes:

- Opportunities to interface with Northlight Theatre staff in all departments, including Artistic Director B.J. Jones and Executive Director Tim Evans
- Career development workshops such as resume building, interviewing skills, etc., and mentorship in pursuing theatre as a career
- One-on-one meetings with selected professionals in Chicago theatre
- Discounts and complimentary tickets to professional productions in Chicago

### Responsibilities include but are not limited to:

- 15-18 hours weekly; days/times flexible
- Brainstorming and creating dramaturgical content for the 20-21 Season
- Organizing the flow of scripts through the department by reading, filing scripts and writing evaluations
- Assisting in the development of new works by attending new play development meetings, rehearsals, and readings
- Updating Northlight casting database, organizing headshot submissions, and filing and updating actor information
- Helping with artistic events and other short-term projects when necessary

### Skills & Requirements:

- The best candidate will demonstrate a high level of initiative, maturity, enthusiasm, and attention to detail. Undergrads and recent graduates with an interest in literary management, artistic administration, and producing should apply.

### To Apply:

Visit Northlight Theatre's website at [www.northlight.org/internship](http://www.northlight.org/internship) to fill out the application.  
Thank you!