

NORTHLIGHT THEATRE

Northlight Casting & Artistic Administration Intern

Job Title: Casting & Artistic Administration Intern

Dates: September- December 2017.

Pay: Northlight internships are unpaid. We pay in hands-on experience and one-on-one connection to Northlight Theatre.

Overall Description: Working under the supervision of the Casting Director, the casting intern will perform a variety of tasks related to the artistic department of Northlight Theatre with an emphasis on Casting during the months of March, April, May and June.

Experience Includes:

- Opportunities to interface with Northlight Theatre staff in all departments, including Artistic Director B.J. Jones and Executive Director Tim Evans.
- Workshops on resume building, headshots, interviewing skills, and next steps in pursuing theatre as a career.
- One-on-one meetings with selected professionals in Chicago theatre.
- Discounts to professional productions in Chicago, and invitations to intern networking events hosted by the League of Chicago Theatres.
- Attending Northlight Opening Nights. (*fall and spring only*).

Responsibilities include but are not limited to:

- 15-18 hours weekly; days/times flexible
 - Administer and support season casting by monitoring and assisting in auditions.
 - Coordinate, plan, and schedule auditions by scheduling actors and directors, booking an audition space, and ensuring all materials for auditions are prepared.
 - Updating Northlight Casting database, organizing all headshot submissions, and filing and updating all actor information.
 - Helping in other departments for events and on short-term projects when necessary.
 - Assisting as Archivist for all departments, including archiving marketing materials, headshots/resumes, and production history materials.

Skills & Requirements:

- The best candidate will demonstrate a high level of initiative, maturity, common sense, and attention to detail. This position requires confidentiality as these interns will be working with high level personnel and sensitive decision making. Undergrads and recent graduates with an interest in casting, artistic administration, and producing should apply.

To Apply:

Visit Northlight Theatre's website at www.northlight.org. Click "About" and under "Opportunities" click on "Internships." Fill out the standard application and/or send your cover letter, resume, and letters of reference to internship@northlight.org.