

# NORTHLIGHT THEATRE

## Northlight Casting & Artistic Administration Intern

**Job Title:** Casting & Artistic Administration Intern

**Dates:** Spring 2018: January-May

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

**Deadline to Apply:** November 12, 2018

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

### Experience Includes:

- Opportunities to interface with Northlight Theatre staff in all departments, including Artistic Director B.J. Jones and Executive Director Tim Evans.
- Discussion of 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 and complimentary tickets to professional productions in Chicago.
- 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. Flexible weekday availability preferred.
  - Observe and assist with auditions as needed.
  - Updating Northlight Casting database, organizing headshot submissions, and filing and updating actor information.
  - Helping in other departments for events and on short-term projects when necessary.

### Skills & Requirements:

- The best candidate will demonstrate a high level of initiative, maturity, enthusiasm, 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/internship](http://www.northlight.org/internship) to fill out the application. Thank you!