

# NORTHLIGHT THEATRE

## Northlight Dramaturgy/Literary Management Intern

**Job Title:** Dramaturgy & Literary Management Intern  
**Dates:** September- December 2017.  
**Pay:** Experience

**Overall Description:** Working under the Literary Manager and Artistic staff, the dramaturgy intern will perform a variety of tasks related to the Northlight artistic department.

### 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, interviewing skills and next steps in pursuing theatre as a career.
- One-on-one meetings with selected professionals in Chicago theatre for Q & A and networking.
- 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
- Dramaturgy Intern responsibilities include:
  - Organizing the flow of scripts through the department by reading and filing scripts and writing evaluations.
  - Maintaining the literary database and communicating with national literary offices.
  - Assisting in the development of new works by attending new play development meetings with writers and directors, rehearsals, and readings.
  - Working as an Assistant Dramaturg for our season's productions by compiling actor packets and secondary research materials, with opportunities to attend developmental readings, design meetings, and rehearsals.
  - Working with marketing to provide information for the season lobby displays.
  - Helping with other artistic events and short-term projects when necessary.

### Skills & Requirements:

- The best candidate will demonstrate a high level of initiative, excellent writing skills, 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 literary management, dramaturgy, playwriting, and/or community engagement should apply.

### To Apply:

Visit Northlight Theatre's website at [www.northlight.org](http://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](mailto:internship@northlight.org).