

# NORTHLIGHT THEATRE

## Northlight Education and Community Engagement Intern

**Job Title:** Education and Community Engagement Intern  
**Dates:** Summer 2019: June 17 - August  
**Pay:** Experience + stipend available  
**Deadline to Apply:** Monday, May 6 2019

---

**Overall Description:** Working under the supervision of the Director of Education and Community Engagement and Education and Community Engagement Manager, act as the Education and Community Engagement Intern, serving the general programming and operational needs of the Education and Community Engagement Department. Check out our programs at: [www.northlight.org/education](http://www.northlight.org/education) and <https://northlight.org/community-engagement/>

### 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:

- 20-32 hours weekly; days/times flexible
- Assist in creating study guides for all Northlight season shows.
- Assist in creating marketing materials (brochures, website updates, videos) for all education programs including: Season Access & Artist Engagement, Northlight On Campus, *Speak Up!*, and Master Class.
- Update mailing lists for schools and teachers and assist in outreach efforts.
- Track assessment from school-year programs and calculate statistics and contribute to the annual report.
- Work Season Access student matinee events and Northlight Opening Nights, and other special events upon request and availability.
- Assistant teach alongside Northlight Teaching Artists in our Education and Community Engagement programs.

### Skills & Requirements:

- Seeking a candidate passion for working with youth. Excellent writing and organizational skills are essential. Undergrads and recent graduates with an interest in arts administration, arts education, teaching artistry, and arts integration 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 application. Thank you!