

NORTHLIGHT THEATRE

Northlight Education & Teaching Artist Intern

Job Title: Education & Teaching Artist Intern
Dates: September- December 2017.
Pay: Experience + stipend available

Overall Description: Working under the supervision of the Director of Education and Education Associate, act as the Education/Teaching Artist Intern, serving the general programming and operational needs of the Education Department. Check out our programs at: www.northlight.org/education.

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:

- 20-24 hours weekly; days/times flexible
 - Act as an assistant Teaching Artist, attending Teaching Artist trainings, piloting new programs and providing support at Northlight On Campus residencies.
 - 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.

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. 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.