

NORTHLIGHT THEATRE

Northlight Education & Teaching Artist Intern

Job Title: Education & Teaching Artist Intern
Dates: Spring 2018: January-May
Pay: Experience + stipend available
Deadline to Apply: November 12, 2018

Overall Description: Working under the supervision of the Education and Community Engagement Director and Manager, 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 and www.northlight.org/NLYC.

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 and complimentary tickets to professional productions in Chicago.
- Attending Northlight Opening Nights. (*Fall and Spring only*)

Responsibilities include but are not limited to:

- 15-24 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.
- Work with Northlight Youth Council to support their Spotlight events.

Skills & Requirements:

- Seeking a candidate who is passionate about 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/internship to fill out the application. Thank you!