

NORTHLIGHT THEATRE

Northlight Production Intern

Job Title: Production Intern

Dates: Summer 2020: June 1, 2020 - August 28, 2020

Pay: \$150 stipend

Deadline to apply: March 13, 2020

Overall Description: Working under the supervision of the Production Manager and Assistant Production Manager, the Production Intern will experience all aspects of a professional theatre Production Department. The production intern will observe the production process through attendance at production meetings, and assisting with prop and scene shop organization and prep.

Experience Includes:

- Opportunities to interface with Northlight Theatre staff in all departments, including Artistic Director B.J. Jones and Executive Director Tim Evans.
- Career development workshops such as resume building, interviewing skills, etc., and mentorship 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.

Responsibilities include but are not limited to:

- 15-25 hours weekly; days/times flexible
- Assist in the organization and maintenance of the production areas as assigned.
- Perform company management duties as assigned
- Work with shop and crew staff.
- Participate in staff and departmental meetings.
- Support Northlight Staff at special events.
- Assist with select general administrative duties, e.g. shop organization
- Attend some pre-production and production meetings

Skills & Requirements:

- Must have excellent organizational and interpersonal skills. Must be able to lift 35+ lbs and perform basic scene shifts, costume changes, and prop set ups as required. Must have a valid driver's license, and access to a vehicle is preferred.

To Apply:

Visit Northlight Theatre's website at www.northlight.org/internship to fill out the application.
Thank you!