

NORTHLIGHT THEATRE

Northlight Marketing Intern

Job Title: Production Intern
Dates: Summer 2019: January 17 - August
Pay: Northlight internships are unpaid.
Deadline to apply: Monday, May 6 2019

Overall Description: Working under the supervision of the 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.
- Opportunities for Q & A and networking with selected professionals in related fields such as Public Relations and Graphic Design.
- Workshops on Resume building and self promotion.
- Discounts and complimentary tickets to professional productions in Chicago, and invitations to intern networking events hosted by the League of Chicago Theatres.
- Attend Northlight Opening Nights (*Fall and Spring only*)

Responsibilities include but are not limited to:

- 15-25 hours weekly; days/times flexible
- Assist with the scenery, costume, light, sound, and prop load in and load out of assigned shows.
- Perform company management duties as assigned
- Participate in staff and departmental meetings.
- Support Northlight Staff at special events.
- Assist with select general administrative duties

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 driver's license, and own car is preferred.

To Apply:

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