



Lookingglass Theatre Company, recipient of the 2011 Tony Award for Outstanding Regional Theater, is a national leader in the creation and presentation of new, cutting-edge theatrical works and in sharing its ensemble-based theatrical techniques with Chicago-area students and teachers through a wide array of Education and Community Programs. Lookingglass celebrated its 30th Anniversary Season in 2017-18.

Lookingglass Theatre Company seeks to fire the imagination, celebrate the human capacity, and to leave audience and performers changed, charged and empowered. Lookingglass combines a physical and improvisational rehearsal process centered on ensemble with training in theatre, dance, music, and the circus arts. We seek to redefine the limits of theatrical experience and to make theatre exhilarating, inspirational, and accessible to all.

LOOKINGGLASS INTERNSHIPS

Internships at Lookingglass are developed to offer a robust educational experience, and are best suited for current college students (undergraduate or graduate students), though that is not a requirement. Candidates should be interested in taking the first step towards a career in professional theatre administration or production. Given Lookingglass' commitment to ensemble-based new work & adaptations, interns should be interested in experiencing a highly collaborative environment and ready to take on whatever comes their way. While interns should have some basic experience in their department of interest, the internship should be seen as an opportunity to learn and further develop the administrative or technical skills they already possess.

Lookingglass interns are essential team members in their department, and are assigned a mentor who will outline most of their projects. Additionally, they are afforded many opportunities to learn how the company operates as a whole. Interns will interact with staff and artists regularly, have networking opportunities with fellow interns, and are offered weekly educational forums with both company leaders and external guests. At the end of their time with Lookingglass, all interns should have a sound understanding of the industry, and a strong outlook on whether or not a career in professional theatre is right for them.

Prospective interns must have excellent verbal and written communication skills, should be knowledgeable in Microsoft Word and Excel, and have an interest in working in a highly collaborative environment. Internships are unpaid, but scheduling is flexible to best fit your needs. Interns receive

complimentary tickets to current Lookingglass productions (as well as industry offers when available), and academic credit (if available through College/University). Candidates should be able to commit to between 15-25 hours per week, for a minimum of 10 weeks. Longer assignments can be accommodated, if required for university credit.

Lookingglass is an Equal Opportunity Employer.

ADMINISTRATIVE INTERNSHIPS

Development Internship

Lookingglass is looking for a Development Intern interested in learning and practicing effective development methods and strategies such as prospect research, donor acknowledgement, grants and institutional relations, stewardship and cultivation events, and major gifts. In addition, as a Lookingglass intern, you will learn about the history of Lookingglass, its programs, and how development supports the Lookingglass mission to Change, Charge, and Empower as a mid-size Not-for-profit in the city of Chicago.

Arts Administration and Dramaturgy Internship

If you are passionate about the artistic side of theatre and want to explore your skills in a professional workplace, the Lookingglass Artistic and Dramaturgy internship may be a fit for you. Over summer, the intern will get the chance to read plays in development, assist with dramaturgical research, and help the artistic staff plan retreats and residencies. This individual will also have the opportunity to witness the development of a world-premiere play.

The intern will get hands-on experience of the day-to-day in artistic administration. This includes, but is not limited to, responding to outside submission inquiries, listening to dramaturgy sessions with the writers, and participating in Lookingglass staff meetings.

By the end of their time at Lookingglass, the intern will be more confident in their research skills, have new insights about the rehearsal process, and will have harvested relationships with staff members and artists of a nationally-recognized company.

Qualifications:

- Excellent written and verbal communication skills.
- Interests in dramatic literature, new play development, and artistic administration.
- Familiarity (or interest in learning) play-editing software such as Final Draft, Office Suite, and Google Docs.

- Curiosity about the inner-workings of a theatre, and ideas of what you hope to gain from the experience.
- Detail-oriented individuals, who work well independently as well as on a team.

Marketing Internship

The Lookingglass Theatre marketing department is responsible for generating digital, print, and social media marketing to introduce visitors and new comers to our theatre, as well as maintain our dedicated subscriber base. Our interns work closely with the marketing coordinator and group sales associate to support digital and print marketing campaigns, research and develop social media strategies, gain experience in website management and graphic design, as well as develop programming and event planning abilities. The marketing department manages press opening night performances, industry nights, and young professionals' nights. The marketing team serves Lookingglass institutionally by assisting other departments with publicity and communication needs. The marketing department utilizes the Microsoft Office Suite, Google programs, and WordPress. This internship is ideal for future professionals with an interest and/or background in arts marketing and a strong drive to create independently. In addition to day-to-day support within the marketing department, the marketing intern will have the opportunity to delve deeper into an aspect of theatre marketing of their choice, in conjunction with the department, through an independent project.

Curiosity Summer Camps Internships

Administrative Intern

Lookingglass will engage one intern based in the administrative office, mentored very closely by the administrative team that runs our summer camp program. This intern will learn the ins and outs of running education programming at a professional mid-size theatre. Additionally, the intern will have the opportunity to meet staff members and interns from other Lookingglass departments, providing insight into the business of the company as a whole. This internship is ideally suited for a candidate who has some experience in an office setting and is interested in the "behind the scenes" aspect of putting programs together from start to finish.

[More info about our summer camps!](#)

Date: June 17-August 23, 2019

Time: Monday-Friday, 8AM-4PM

Arts Quest and Summerglass Camp Interns

Lookingglass will provide the opportunity for up to 5 interns to engage with our Arts Quest camp (Grades K-3), Summerglass camp (Grades 4-8), and the Lookingglass Administrative Offices. Based on intern interest, they will spend between two and eight weeks in the classroom. By studying closely with our veteran teaching artists, these interns will learn specific Lookingglass techniques and approaches for teaching students ages 5-13 as they create original performances. Interns will also learn additional skills like classroom management that will serve them in future classroom settings. This internship is ideally suited for candidates with some childcare background who are eager for a combination of office and classroom experience in a theatre setting, learning how Lookingglass engages students in the world of arts education and creating original performances.

[More info about our summer camps!](#)

Dates: June 17-August 23, 2019

Times: Monday-Friday, 8:30AM-3:30PM

Lookingglass Lab Intern

Lookingglass Lab is our high school intensive, offered in partnership with After School Matters. Over the course of 5-6 weeks, this audition-based ensemble of high school students will create an original play based on a social theme. We will engage one intern to be involved with this program, working closely with the director and the students. This intern will learn skills applicable to a future as a director, stage manager, and dramaturg and how Lookingglass embodies its core values – invention, transformation, and collaboration. This internship is ideally suited to those who have experience devising theatre, as well as working with high school students; the program offers a unique insight into Lookingglass' approach to creating theatre with a motivated group of students.

[More info about our summer camps!](#)

Date: Late June-Early August 2019 (exact dates TBD)

Times: Monday-Wednesday, & Friday, 9AM-1PM