



**Contact Information**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Alt. Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_

**Education**

School/Institution: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_  
Major or Concentration: \_\_\_\_\_ Minor(s): \_\_\_\_\_

**Administrative Internship Opportunities**

Lookingglass offers Internships in the following areas. Please rank **no more than your top two** areas of interest. You will be considered based on your rankings.

- |   |   |
|---|---|
| <input type="checkbox"/> Artistic Administration & Dramaturgy | <input type="checkbox"/> Development (Fundraising)        |
| <input type="checkbox"/> Education & Community Programs:      | <input type="checkbox"/> Marketing & Audience Development |
| <input type="checkbox"/> Administrative                       |   |
| <input type="checkbox"/> Arts Quest/Summerglass Camps         |   |
| <input type="checkbox"/> Lookingglass Lab                     |   |

**Application Instructions**

With this application, please submit:

- Cover letter (that specifically outlines your dates of availability) Please include a cover letter for each department of interest (no more than two)
- Administrative resume
- Two (2) references (they may either be letters of recommendation or contact information)

**All documents must be in PDF form.**

**Incomplete applications will not be considered.**

Applicants will be contacted upon receipt of their complete materials.

Email applications and/or questions to [internships@lookingglasstheatre.org](mailto:internships@lookingglasstheatre.org)