



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.

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.

Department of Curiosity Internship, Education

Details to follow in late July!

PRODUCTION INTERNSHIPS

General Production Internship

The General Production Intern will work closely with the Production Manager and Company Manager to bring Lookingglass mainstage shows to fruition. The intern will learn about aspects of production such as tracking production expenses, preparation of production contracts including AEA and USA, facilities upkeep, and design process. The intern will have the opportunity to attend production meetings and staff meetings.

Qualifications:

- Basic knowledge of theatre practice and terminology
- Ability to repeatedly climb stairs
- Strong desire to learn and understand all aspects of theatre
- High standard of professional conduct

Electrics Internship

The Electrics Intern will be mentored by the resident Master Electrician to realize the lighting design for each production. The electrics intern will have the opportunity to experience: Hang and focus calls, tech notes during three weeks of tech and previews, light board programming, electrified properties, and cueing systems.

Qualifications:

- Basic knowledge of theatre practice and terminology
- Ability to repeatedly climb stairs

Start and end dates for the electrics internship are flexible, but candidates do need to be available 10/14/19 – 11/18/19.

Technical Direction Internship

The Technical Direction Intern will be mentored by the Technical Director and the Associate Technical Director to realize the scenic design for the current production. Based out of Lookingglass Theatre Company's 12,000 square foot scene shop, interns will experience a range of areas depending on their individual goals and the demands of each show. The technical direction intern will have the opportunity to experience: carpentry, metalwork, rigging, and automation are included on a per show basis, creation of show specific paperwork using programs such as Excel and AutoCAD, shadowing the TD and ATD in tracking purchases and placing material orders, attending production meetings and technical rehearsals.

Qualifications:

- Basic knowledge of scenery construction
- Basic knowledge of theatrical rigging
- Ability to repeatedly climb stairs

Ideal timeline for the fall technical direction internship would be September 9th through mid-December.

Costume Internship

The Costume Intern will be mentored by the Costume Shop Manager and Wardrobe Supervisor over the course of a specific production. The costume shop intern will have the opportunity to experience: fittings and alterations, shopping and returns, shadowing backstage with wardrobe, costume construction, attending production meetings and technical rehearsals.

Qualifications:

- Basic knowledge of costume construction techniques and associated machinery
- Ability to repeatedly climb stairs

Ideal start date would be September 15th, but no later than October 1, 2019.