



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. Guided by an artistic vision centered on the core values of collaboration, transformation and invention, 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. Each intern will complete a self-directed capstone project based on a curiosity or interest they would like to pursue. 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, and scheduling is flexible to best fit their needs. Interns receive complimentary tickets to current Lookingglass productions (as well as industry offers when available), and academic credit (if available through their College/University). During the school year, candidates should be able to commit to between 15-25 hours per week. For our summer program, we offer between 30-40 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

The Development Intern should be interested in learning about different fundraising approaches and solicitation strategies such as prospect research, donor acknowledgement, grants and institutional relations, stewardship and cultivation events, and major gifts. In addition, they 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 Marketing Intern should be interested in learning about the different marketing strategies deployed by the marketing department as it generates content across various types of media. As the marketing department organizes press opening night performances, industry nights, and young professionals' nights, the Marketing intern can expect to gain some experience in event planning. The Marketing intern will witness how communications content is managed to promote the Lookingglass brand while observing how a mid-size theatre maintains its relevance and grows its presence.

Department of Curiosity, Education Internships

Education Administrative Intern

The Education Administrative Intern should be interested in learning the ins and outs of running education programming at a professional mid-size theatre. They will learn about the day-to-day running of our [summer camps](#) and witness the maintenance of these programs on the administrative side such as keeping track of supply inventory for programs, creating programs for the camp shows, keeping organizational track of the students, and other needs that come up when managing camps with children that range from K-8. This internship is ideally suited for someone who is interested in the “behind the scenes” aspect of putting education programs together from start to finish.

Date: June 16-August 28, 2020 **start and end date are somewhat flexible**

Time: Monday-Friday, 8AM-4PM

Wonderglass and Summerglass Camp Interns

The Wonderglass and Summerglass Camp Interns will engage with our Wonderglass camp (Grades K-3), Summerglass camp (Grades 4-8), and the Lookingglass Administrative Offices. Up to 5 interns-dependending on their interest level- will spend between two and eight weeks in the classroom. By studying closely with our veteran teaching artists, these interns will learn specific Lookingglass approaches and techniques 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 those looking to apply their interest in childcare to a theatre setting where they will observe how Lookingglass engages students in the world of arts education by creating original performances.

Dates: June 22-August 21, 2020

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 while observing how we imbue those disciplines with our core values of invention, transformation, and collaboration. This internship is ideally suited to those who are interested in the process of devising theatre, as well as working with high school students.

Date: Late June-Early August 2020 (exact dates TBD)

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

Department of Curiosity, Community Engagement

The Department of Curiosity seeks a Community Engagement intern interested in learning about how arts and cultural institutions collaborate together to provide outside programming that serves the needs and wants of the communities in which we work. The Community Engagement Intern will observe how relationships are initiated and maintained with community partners. The Community Engagement Intern will learn about Lookingglass' history of, and commitment to, engagement with multiple sectors in our City and how the arts can play a productive role in serving our community.

PRODUCTION INTERNSHIPS

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 depending on the needs of the show. The intern will assist in the creation of show specific paperwork using programs such as Excel and AutoCAD, will shadow the TD and ATD in tracking purchases and placing material orders. They will have the opportunity to attend production meetings and technical rehearsals. Candidates will get the most out of the experience if start the internship with a basic knowledge of scenery construction and a basic knowledge of theatrical rigging.

Sound Internship

The Sound Intern will be mentored by the resident Sound Supervisor to realize the sound design for each production. The sound intern will gain experience in assisting with the loading in of sound plot to designer specifications, including hanging speakers, running cable, and patching the system. They will learn programming on the Sound board and in Qlab. Under the Sound Supervisor's instruction, they will have the opportunity to learn and

run the show. They will observe and support the repair and maintenance of audio equipment while also supporting the strike and post show clean up.