

# LOOKINGGLASS INTERNSHIPS

Lookingglass Interns are current, or recently graduated, college or graduate students 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 working in a highly collaborative environment and ready to take on whatever comes their way. While interns should have some basic experience in their position 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 with a direct supervisor who will outline most of their responsibilities. 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 educational forums with company leaders. 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 all Lookingglass productions (as well as industry offers when available), and academic credit (if available through College/University). Candidates should be able to commit to at between 12 to 15 hours per week, for a minimum of 12-weeks. Administrative Internship hours will generally be fulfilled between 9:00am-5:00pm, Monday-Friday.

The logo for Lookingglass, featuring the word "lookingglass" in a lowercase, cursive, handwritten-style font.

# ADMINISTRATIVE INTERNSHIPS

## ARTS ADMINISTRATION INTERNSHIP

The Arts Admin Intern is a key staff member in Lookingglass' Administration Office. The intern will be expected to work no more than 25 hours a week. Lookingglass is a 501(c)3 not-for-profit corporation that embodies core values of collaboration, transformation and invention.

### Responsibilities May Include:

- Assisting Andy White, Connectivity and Engagement Director, with tasks regarding audience design and engagement around upcoming productions.
- Assisting Phil Smith, Producing Director, by monitoring auditions, checking in guest artists, and maintaining performer records on behalf of the organization.
- Assisting Anne Walaszek, Artistic & Executive Assistant, with filing, office communication, and record-keeping.
- Assisting Caro Macon, New Works Associate, with reading new scripts and providing feedback, maintaining the Lookingglass New Works Library, and corresponding with outside requests
- Preparing correspondence on behalf of the organization to its constituents.
- General office duties supporting the Artistic wing.
- Other duties as needed.
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### Requirements of a Successful Candidate:

- Excellent communication and organization skills
  - Interest in many areas of Arts Administration
  - Proficiency in Microsoft Word, Excel, PowerPoint, Outlook and Google Drive
  - Ability to prioritize and multi-task
  - Strong desire to learn
  - Interest in arts administration preferred
  - High standard of professional conduct
  - Sense of humor and flexibility is a must
- Lookingglass is an Equal Opportunity Employer.

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## **DEVELOPMENT INTERNSHIP**

The Development Intern is a key staff member in Lookingglass' Development Office. Lookingglass is a 501(c)3 not-for-profit corporation that operates on a budget of roughly \$4 million and raises nearly \$2 million in contributed income annually through various fundraising efforts.

Responsibilities May Include:

- Assisting with the Direct and End-of-Year mailing campaigns
- Assisting with gift processing
- Corresponding with donors and board members
- Assisting with after-hours fundraising events, like board meetings, Gala Opening Nights and *gglassquerade*
- Preparing acknowledgement letters to be sent to donors
- General office duties, including maintaining our large database of electronic and hard copy files

Requirements of a Successful Candidate:

- Excellent communication and organization skills
- Proficiency in Microsoft Word and Excel
- Ability to prioritize and multi-task
- Strong desire to learn
- Interest in arts administration preferred
- High standard of professional conduct
- Knowledge of Total Info is a plus

## **MARKETING INTERNSHIP**

The Marketing Intern works closely with the Director of Marketing and Marketing Coordinator to promote season and single ticket sales. Excellent internet research skills are required. Duties include data management, maintaining press files, participation in marketing strategy meetings, assisting at special events and other responsibilities as assigned. The Marketing Intern is treated as a member of the marketing team. They are given a great deal of ownership and responsibility over long term projects and are expected to manage their own workflow.

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## **EDUCATION AND COMMUNITY PROGRAMS- SUMMER INTERNSHIPS**

Our Department of Education and Community Programs hires a full cohort of interns each summer, to work on-site as well as behind the scenes as we plan and implement 12 camp sessions over a 10 week period. We seek interns who are passionate about theatre education for young people, and eager to learn how Lookingglass uses its core values – invention, transformation, and collaboration- as we work with over 300 students in a variety of programs each summer.

Our ideal intern candidates are enthusiastic, eager to learn, and always ready to help – whether on a field trip, moving equipment, or working directly with students. We also expect our interns to be punctual, responsible, and responsive to program needs, and we expect our interns to behave professionally in all interactions with staff, parents, and students.

Please see below for specific job descriptions by type. The administrative position includes a modest stipend. Internships last the duration of our summer camp programs [[hyper link to camps webpage](#)]; it is difficult to consider intern candidates who cannot commit to the full length of a given program.

### **Administrative Intern**

Lookingglass will hire one intern to work full-time (8-4 daily) to support the E&C admin team in all day-to-day operations associated with summer camps.

Specific duties vary daily, but generally include: assisting as needed with camp programs on site (sign-in and sign-out, waiting with students for early pick up), updating spreadsheets, creating camp nametags, drafting newsletters and performance programs, answering phone calls, creating and mailing camp DVD's, and helping on final performance days. This intern is based in the administrative office, working very closely with the administrative team that runs our summer camp program. This intern will learn the administrative ins and outs of running education programming at a theatre.

Additionally, because this position is based in the admin office, this intern has 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 working in an office setting, who is interested in the “behind the scenes” aspect of putting programs together, from start to finish.

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## **Arts Quest and Summerglass Camp**

Lookingglass will hire 5 interns to work with our Arts Quest and Summerglass camps (which both take place downtown within a two block radius of the theatre and admin offices). Interns will rotate after each session, and by the end of the summer, will have spent two sessions with each camp as well as one session as an administrative floater (filling in wherever needed on a day-to-day basis). By working closely with our veteran teaching artists, these interns will learn specific Lookingglass techniques and approaches for working with students 5-14 as they create original performances. Interns will also learn additional skills like classroom management that will serve them in future classroom settings. These internships are ideally suited for candidates who have some experience working with kids, and who are eager for additional classroom experience in a theatre setting in order to learn how Lookingglass engages students in the world of arts education and creating original performances.

### **Arts Quest Camp**

(8:30-3:15 daily; June 20-August 26; students in K-3<sup>rd</sup>).

Two interns are assigned to each Arts Quest session (one per group), assisting in daily classes (storytelling, art, music) as well as during field trips, group rehearsals, and rehearsal, and other duties as assigned.

### **Summerglass**

(8:30-3:15 daily; June 20-August 26; students in 4<sup>th</sup>-8<sup>th</sup>).

Two interns are assigned to each Summerglass session (one per group), assisting in daily classes (physical theatre workshops and afternoon drama classes), as well as supervising lunch and other duties as assigned.

### **Floating Intern**

(8:30-3:15 daily; June 20-August 26).

One intern is assigned the “floating intern” position each session. This intern will support Arts Quest, Summerglass, and admin staff as needed on a day-to-day basis. This includes assisting with daily sign-in and sign-out as well as subbing for interns/staff when needed, at either location. Depending on the specific day, this may also include assignments in the admin office.

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# PRODUCTION INTERNSHIPS

## PRODUCTION MANAGEMENT

The Production Management Intern will work closely with the Production Manager and Production Coordinator to bring Lookingglass mainstage shows to fruition. Lookingglass is an Equity theatre, producing 3-4 shows a season. We specialize in new work and integrating aerial and circus elements into theatrical performances. The Production Management Intern will be expected to work 10-20 hours per week on average, with up to 30 hours expected during the tech process of a mainstage show. This internship will include after-hours responsibilities.

Responsibilities may include:

- Tracking production expenses
- Assisting in preparation of production contracts
- Maintenance of production databases
- Attendance/note taking at production meetings
- Assistance at technical rehearsals
- Email correspondence with designers and directors
- Hospitality and upkeep of Lookingglass' artist apartment
- Facilities upkeep
- Assistance with management of Young Ensemble performances

Requirements of a successful candidate:

- Excellent written and verbal communication
- Ability to prioritize and manage own work-flow
- Basic knowledge of theatre practice and terminology
- Ability to lift 50lbs and climb stairs
- Strong desire to learn and understand all aspects of theatre
- High standard of professional conduct

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## **ELECTRICS INTERNSHIP**

The Electrics Intern will work directly under the supervision of the resident Master Electrician to realize the lighting design for each production. He/She should have a basic background in electrics with some experience working on electrics crews and running a light board.

Responsibilities may include:

- Assisting with pre-load-in preparation, including re-orienting lighting positions, prepping consumables and accessories, etc.
- Participating in hang and focus calls, in conjunction with the Master Electrician and a crew of electricians.
- Assisting with tech notes during three weeks of tech previews. During this time, the Electrics Intern may also have the opportunity to work on lighting programming, electrified properties, cueing systems, and other needs that arise during tech.
- Being a part of maintaining of lighting equipment during the run of productions,
- Training and subbing on the light board under the ME's supervision.
- Taking part in strike and post-strike tear-down of productions

## **SOUND INTERNSHIP**

The Sound intern will work directly under the resident Sound Supervisor to realize the sound design for each production. They should have a basic understanding of Audio equipment, signal flow, and Audio Engineering skills.

Responsibilities may include:

- Assisting with Loading in of sound plot to designers specifications, including Hanging speakers, running cable, and patching the system.
- Participation in sound system tuning sessions and work note calls.
- Learning programming on the Sound board and in Qlab
- Learning and running the show under Sound Supervisor's instruction.
- Assisting in strike and post show clean up
- Aiding in repair and maintenance of audio equipment.

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## SCENE SHOP INTERNSHIP

The Scene Shop intern will work directly under the supervision of the Technical Director and Assistant Technical Director to realize the scenic design for the current production. S/he should have a basic background in technical theatre with experience working on a carpentry crew, and a desire to work in a collaborative environment with a common artistic goal.

Based out of Lookingglass Theatre Company's 12,000 square foot scene shop, interns will work in a range of areas depending on their individual goals and the demands of each show. Opportunities for experience in technical direction, carpentry, metalwork, rigging and automation are included on a per show basis.

Responsibilities may include:

- Assisting the TD and ATD in the creation of show specific paper work using programs such as Excel and AutoCAD
- Assisting the TD and ATD in tracking purchases and placing material orders.
- Attending at least one production meeting with the Technical Director
- Fabricating scenery alongside professional carpenters, under the supervision of the Master Carpenter
- Assisting the Master Carpenter in maintenance and upkeep of the scene shop facilities and stock
- Participation in reconfiguration of stage and seating risers on a per show basis at the Lookingglass Theatre in the Water Tower Water Works
- Participation in installation, maintenance and strike of scenery at the Lookingglass Theatre in the Water Tower Water Works
- Attending at least one technical rehearsal and post-tech production meeting
- Further projects as assigned by the Technical Director

The ideal candidates will possess the following qualities:

- Ability to lift and carry 50lbs
- Ability to work independently or as a team
- Basic knowledge of scenery construction and associated bench/power/hand tools
- Basic knowledge of theatrical rigging and ability to work at height
- Ability to read and interpret technical drawings and construction layouts
- Ability and desire to engage with peers and supervisors in creative problem solving, both to learn and to contribute
- Proficiency in Microsoft Office and Google Drive
- Basic AutoCAD is a plus
- Basic metalworking/MIG welding is a plus

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