



Lookingglass Theatre Company, a nationally recognized ensemble theatre company located in Chicago Illinois, seeks an enthusiastic intern to join the Stage Management team for our production of *PLANTATION!*.

Position Title: Stage Management Intern
Department: Production
Reports to: Stage Manager, Production Manager

General Job Description:

Intern will work from pre-production through opening alongside an Equity Stage Manager and Equity Assistant Stage Manager.

Responsibilities include but are not limited to:

- Attend all rehearsals, technical rehearsals and previews
- Attend production meetings as available
- Work with SM team to ensure a productive rehearsal room
- Preparing and copying paperwork
- Rehearsal hall set-up and clean-up
- Hospitality
- Taking line notes
- Execute the set, strike and tracking of properties during rehearsals

This is an unpaid position. Candidates may seek class credit or EMC weeks. Candidate must be available January 9th, 2018 through March 2nd, 2018. Small conflicts may be allowable, but this position is 8-9 hours a day, 6 days a week. This is a physical job requiring the ability to lift up to 50 pounds, climb stairs repeatedly, and ability to work at height.

Qualified applicants should send a cover letter, resume, and three references to Sarah Burnham, production manager at sburnham@lookingglasstheatre.org. Please include SM INTERNSHIP in the subject line. Applications will be accepted through October 16th. No phone calls please.