

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 between 12 to 15 hours per week, for a minimum of 12-weeks. Summer interns generally commit additional time. Administrative Internship hours will generally be fulfilled between 9:00am-5:00pm, Monday-Friday.

Lookingglass is an Equal Opportunity Employer.

ADMINISTRATIVE INTERNSHIPS

ARTS ADMINISTRATION INTERNSHIP

The Arts Admin Intern is a key member in Lookingglass' Administration Office. The Arts Admin Intern typically works no more than 15 hours per week. 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 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 Kat Wilson, 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.

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

MARKETING INTERNSHIP

The Marketing Intern is a key member in Lookingglass' Marketing Department. Lookingglass is a 501(c)3 not-for-profit corporation that operates on a budget of roughly \$4-5 million and raises more than \$2.5 million in contributed income annually through various fundraising efforts. 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.

Responsibilities May Include:

- Assisting with database management
- Maintaining press files
- Participating in marketing strategy meetings
- Assisting at special events
- 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

DEVELOPMENT INTERNSHIP

The Development Intern is a key member in Lookingglass' Development Office. Lookingglass is a 501(c)3 not-for-profit corporation that operates on a budget of roughly \$4-5 million and raises more than \$2.5 million in contributed income annually through various fundraising efforts.

Through their time with the Lookingglass Development Office, Interns will experience the many ways that not-for-profit arts organizations research, cultivate, solicit, and steward board members, individual contributors, and institutional donors and will gain insights into how a not-for-profit budgets and tracks its contributed income. Under the supervision of the Development Associate, Development Interns will work with each area within the department, including special events, individual fundraising, and grant management.

Responsibilities May Include:

- Assisting with mailing campaigns
- Assisting with gift processing
- Corresponding with donors and board members
- Assisting with after-hours fundraising events, like board meetings, Gala Opening Nights, donor cultivation and stewardship events, and Lookingglass' signature event *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:

- Appreciation of and desire to understand more fully the not-for-profit model
- Awareness of Lookingglass' mission and history
- 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 and fundraising preferred
- High standard of professional conduct
- Knowledge of Total Info or other database software is a plus

PRODUCTION INTERNSHIPS

PRODUCTION MANAGEMENT

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

Responsibilities may include:

- Tracking production expenses
- Assisting in the 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 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

ELECTRICS INTERNSHIP

The Electrics Intern will work directly under the supervision of the resident Master Electrician to realize the lighting design for each production. They 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 reconfiguring 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 and previews. During this time, the Electrics Intern may also have the opportunity to work on light board programming, electrified properties, cueing systems, interfacing with designers, and other needs that arise during tech.
- Maintaining lighting equipment during the run of productions.
- Training on the light board under the ME's supervision.
- Taking part in strike of productions.

Requirements of a Successful Candidate:

- Excellent written and verbal communication
- Ability to prioritize and manage work-flow in a fast paced environment
- Basic knowledge of theatre practice and terminology
- Ability to lift 40lbs and climb stairs
- Strong desire to learn and understand professional theatre
- High standard of personal conduct

SOUND INTERNSHIP

The Sound Intern will work directly under the supervision of 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 designer specifications, including hanging speakers, running cable, and patching the system.
- Participating in sound system tuning sessions and work call notes.
- 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.

Requirements of a Successful Candidate:

- Excellent written and verbal communication
- Ability to prioritize and manage 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

TECHNICAL DIRECTION INTERNSHIP

The Technical Direction Intern will work directly under the supervision of the Technical Director and the Assistant Technical Director to realize the scenic design for the current production. They 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 paperwork 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.
- Attending at least one technical rehearsal and post-tech production meeting.
- Additional projects as assigned by the Technical Director.

Requirements of a Successful Candidate:

- Ability to lift 50lbs and climb stairs
- Ability to work independently or on 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

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.

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

(8:30am - 3:15pm daily; June 18-August 24; students in K-3rd).

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

(8:30am - 3:15pm daily; June 18-August 24; students in 4th-8th).

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

(8:30am - 3:15pm daily; June 18-August 24).

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.

Lookingglass Lab

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 the theme of IDENTITY. We will hire one intern to specifically support this program as part assistant director and part stage manager. Duties will include some coordination of logistics (attendance, homework assignments, etc.) as well as working very closely with the director and students throughout the script development and rehearsal process.

Because of the nature of our partnership with ASM, some program details for summer 2018 are still TBD. Generally speaking, the program meets 4 hours a day, four days a week. In summer 2017, the program met Monday – Thursdays, 9-1pm, from July 5 through August 8. In addition to scheduled program hours, the intern will have remote responsibilities – for example, collecting writing submissions from students, organizing the script in google drive, etc. Prior to the program start, intern will also be responsible for assembling some research and dramaturgical information.

This internship is ideally suited for candidates who have experience devising theatre, as well as working with high school students; the program offers a unique insight into Lookingglass' approach to creating theatre with a motivated group of students.

EDUCATION AND COMMUNITY PROGRAMS- FALL INTERNSHIP

Our Department of Education and Community Programs hires one administrative intern each fall, to work in the office as we launch our school year programs. These programs include studio classes, in-school residencies, and student matinee programs.

Administrative Internship Description

This intern is based in Lookingglass' administrative offices, at the Hancock building downtown, working very closely with the education department. Specific duties vary depending on the specific programs and needs of the department – a partial list of previous assignments includes answering phone calls, assisting with September Young Ensemble auditions, organizing and maintaining contact information for various programs, data entry and research, and creating study guides for student matinee programs.

This intern will learn the administrative ins and outs of running education programs 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 creating and implementing education programs. The internship has flexibility in terms of the days/times worked, although some programs have specific needs – for example, student matinee programs always run on Wednesday mornings; we request a commitment of at least 10-15 hours per week.

Additionally, if a candidate is interested in working directly with students as a part of his or her internship, we are open to providing that opportunity. Previous interns during the fall session have worked with our [Young Ensemble](#) program, in which a group of approximately 30 students 8-18 years old meets weekly, from 5-8pm on Monday evenings. This is an excellent opportunity to get some classroom experience in addition to administrative experience.

EDUCATION AND COMMUNITY PROGRAMS- SPRING INTERNSHIPS

Our Department of Education and Community Programs hires 2-3 interns each spring. Our administrative intern works in the office as we run our school year programs and gear up for summer camps. Our Young Ensemble interns work directly with our students and directors as they create, rehearse, and perform original theatre pieces in Lookingglass' studio in the spring.

Administrative Internship Description

This intern is based in the administrative offices, at the Hancock building downtown, working very closely with the education department. The internship has flexibility in terms of the days/times worked, although some programs have specific needs – for example, student matinee programs always run on Wednesday mornings. We request a commitment of at least 10 hours per week. Specific duties vary depending on the specific programs and needs of the department – a partial list of previous assignments includes answering phone calls, organizing and maintaining contact information for various programs, data entry, creating study guides for student matinee programs, copying and filing for summer camp, etc.

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.

Young Ensemble Internship Description

Lookingglass typically hires two interns to work with our [Young Ensemble](#) program each spring, January – May. Each intern is assigned to one of two Young Ensemble projects, in which a group of 12-15 students will rehearse an original play which will be produced in Lookingglass' studio theatre in the spring. Each intern will serve as an Assistant Director as well as Stage Manager for his or her project, coordinating logistics (attendance of students, rehearsal locations, etc.) as well as artistic elements (script, props, costumes). During tech and performances, the interns will each become the stage manager for their ensemble, which includes running lights and sound (i.e. calling the show).

The interns assigned to Young Ensemble will typically meet when the students meet, on Monday evenings (5-8pm) as well as certain weekends (March – May). Although the projects have not yet been chosen, tech and performance dates will be:

Show A: tech April 9-13, 5-8pm; performances April 14-15, 21-22. (10-3pm)
Show B: tech April 30-May 4, 5-8pm; performances May 5-6, 12-13 (10-3pm)

The Young Ensemble interns will learn the Lookingglass process of creating a theatrical piece with students. Directors are typically Lookingglass Ensemble members, company members, or veteran teaching artists, which offers a unique perspective into the company's artistic process. This internship is ideally suited for a candidate who is interested in working directly with students, particularly in the development of an original theatre piece, and who has interest and/or experience working as a stage manager.