

# INTERNSHIP APPLICATION FORM



## CONTACT INFORMATION

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

## EDUCATION

School/Institution: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Major or Concentration: \_\_\_\_\_ Minor(s): \_\_\_\_\_

Lookingglass currently offers Internships in the following areas. You may be considered for a maximum of two positions, please indicate first and second choice below.

- |   |  |
|---|--|
| <input type="checkbox"/> Arts Administration              | <input type="checkbox"/> Production Management                     |
| <input type="checkbox"/> Development                      | <input type="checkbox"/> Production - Technical (Please check one) |
| <input type="checkbox"/> Education & Community Programs   | <input type="checkbox"/> Electrics                                 |
| <input type="checkbox"/> Marketing & Audience Development | <input type="checkbox"/> Sound                                     |
|   | <input type="checkbox"/> Stage Management                          |
|   | <input type="checkbox"/> Wardrobe                                  |
|   | <input type="checkbox"/> Technical Direction/Shop                  |

## SESSION/AVAILABILITY

I am applying for the (check one):  Summer  Fall  Spring

My availability extends from: \_\_\_\_\_ to \_\_\_\_\_ (SPECIFIC DATES PLEASE)

With this application, please submit a cover letter, administrative resume, and two (2) references (they may be either letters or contact information). Incomplete applications will not be considered. Applicants will be contacted upon receipt of their materials. Please e-mail questions to: [kdysard@lookingglasstheatre.org](mailto:kdysard@lookingglasstheatre.org).

## DEADLINES & MAILING INFORMATION

Applications will be accepted until all positions are filled, we will begin the application review process for individual sessions on the following dates.

**Summer Internships** (June – August) March 1

**Fall Internships** (September – December) July 15

**Winter/Spring Internships** (January – May) October 15

SEND ALL APPLICATIONS TO:

**Internship Program**  
**Lookingglass Theatre Company**  
**875 N. Michigan Ave; Suite 2200**  
**Chicago, IL 60611**

