

POSITION ANNOUNCEMENT
Production Manager (Clinical Faculty)
University of Illinois at Chicago
Full-time, beginning August 16, 2018

The School of Theatre & Music at the University of Illinois at Chicago (UIC) is seeking a highly experienced production manager with a background in technical theatre and teaching skills for a full-time faculty position in its newly revised Theatre Production, Design, and Technology degree program, beginning August 2018.

The Production Manager is responsible for managing all organizational and logistical aspects of productions and performances in the UIC School of Theatre and Music. They work closely with the Director of the School, Head of Theatre, faculty, staff, students, and guest directors/ designers/technicians in order to ensure that productions have a high production quality, run safely and smoothly, meet deadlines, and stay on budget. The Production Manager provides oversight of all production staff including the full-time Technical Director and Costume Shop Manager, part-time, year-round Master Electrician, Props Master and Paint Charge, as well as all other design areas to ensure deadlines are being met and designs are being adhered to while staying within the scope of available resources. In addition, the Production Manager assigns and manages student build and run crews; enforces and maintains standard workplace health and safety practices; attends staff meetings, faculty meetings, facility meetings and rehearsals as needed; organizes and runs production meetings; and performs other duties as assigned by the Director of the School. The Production Manager will also oversee the maintenance, repair and upgrading of all theatre related facilities, including but not limited to theatres, studios, shops, dressing rooms, and storage spaces. The faculty member also teaches one class each semester in an area of expertise. As possible, all faculty are expected to serve on committees, and participate in student advising and recruitment.

Minimum qualifications include a terminal degree (MFA) in theatre or equivalent professional experience; one year experience teaching at the college level or equivalent; five years professional experience in production management; and appreciation for the place of BFA and BA programs within a public university setting with faculty and students from diverse backgrounds. Desirable qualifications include proficiency in, and a detailed understanding of, one or more of the technical theatre disciplines (Stage Management, Scenery, Costumes, Lighting, Sound, Props, Projections, etc.); knowledge of theatrical rigging techniques, including double-purchase counterweight fly systems; advanced computer skills in Microsoft Office and AutoCAD and/or drafting; automation; inventory tracking.

Salary is competitive and commensurate with experience and qualifications.

UIC is a Carnegie Research 1 university that enrolls over 30,000 students on a 240-acre site one mile west of Chicago's Loop. The School of Theatre & Music provides innovative, rigorous, and comprehensive academic and performance programs to a highly diverse student body. One of four units in the College of Architecture, Design, and the Arts, STM enrolls about 90 undergraduate students in music programs and about 120 undergraduate students in theatre. The faculty consists of performing artists and scholars. There are 25 full-time faculty and about 40 part-time faculty. The School offers coursework leading to a BA in Music, BA in Music Business, BM in Music Performance, BM in Jazz Studies, BFA in Acting, BA in Theatre and Performance, and BA in Theatre Design, Production, and Technology. Music ensembles include choirs, concert bands, jazz ensembles, orchestra, athletic band, chamber groups, and jazz combos, among others. For more information, go to <http://theatrandmusic.uic.edu/>.

For fullest consideration, applications must be received by June 25, 2018. Submit a cover letter, curriculum vitae and/or resumé, and the names and contact information (phone and email) for three references to the UIC job board at jobs.uic.edu.

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

The University of Illinois will conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.