JOB ANNOUNCEMENT
Stage Manager

The School of Theatre & Music at the University of Illinois at Chicago invites applications for a part-time, non-equity Stage Manager for one or more productions in the 2015-16 season.

The Stage Manager will serve as the hub of communication between production manager, director, design team and actors; lead a student run crew, manage backstage, and call the show; assemble and maintain rehearsal book and tracking lists; oversee load in and load out; schedule with production manager and attend all production meetings; make notes at all rehearsals and production meetings and disseminate to production team; submit daily rehearsal, tech, and show reports to all parties involved with the production; actively mentor undergraduate assistant stage manager students.

Minimum qualifications include an undergraduate degree; 3 years professional stage management experience; non-equity; strong oral and written communication skills; excellent interpersonal and organizational skills; ability to work independently with initiative and meet all deadlines; genuine desire to help students develop stage management skills. Experience in both professional and academic settings is preferred.

Show dates are as follows and the expectation is to plan on being available 6 weeks prior to the show dates: Show 1: October 2 – 11, 2015, Show 2: November 13 – 22, 2015, Show 3: February 19 – 28, 2016, and Show 4: April 8 -17, 2016. This is a contractual job. Stage Manager compensation will commensurate with experience.

UIC is a campus of 27,000 students. The theatre program includes approximately 100 majors in BFA and BA programs in Acting and Theatre Design. The School of Theatre & Music provides innovative, rigorous, and comprehensive academic and performance programs as part of its diverse, urban context. These programs develop practical knowledge, cultural sensitivity, intellectual resourcefulness, and imaginative daring in emerging artists and scholars.

Deadline: For fullest consideration, submit a cover letter, curriculum vitae, and references in a single PDF document by Monday, July 13, 2015 to tomokok@uic.edu. Include telephone numbers (preferred) and email addresses for two current references. The subject line of the email should state Stage Manager Position.