



Choreographer - Job Posting

Musical Theatre Program - Palatine-Rolling Meadows (MTP-RM)

Position Summary: This is a part-time seasonal position that utilizes musical theatre choreography techniques to facilitate skill development for youth with intellectual and developmental disabilities. This position works with the Musical Theatre Program Educational Manager and Production Manager to come up with an overall vision of the show and all music and choreography elements for the final musical production. This includes music, song lyrics, and choreography movements with the developmental and physical ability of each child in mind to ensure complete congruence with all theater and dance disciplines.

Reporting Relationships: Reports directly to the site Program Educational Manager and will also work with the Program Operations Director.

Position Requirements: Part-time program on site weekly. Program preparation and planning 1-3 hours per week from home. At times responsibilities will vary leading up to final performances.

- Musical Theatre Palatine-Rolling Program- Conyers Learning Academy - Rolling Meadows on Thursdays from 4:30-7:00 pm November 2024 - April 2025

Key Responsibilities:

- Attend all staff/management/planning meetings
- Create a list of all of the show songs, who will be featured in each song, along with lyric and choreography notations for each musical number
- Creating and teaching choreography for all musical numbers (ensembles and featured songs)
- Preparing materials for pre-season site staff planning
- Be part of assessing students for roles along with the site team
- Collaborate with Production Manager to ensure that all students are featured appropriately and equitably in all musical numbers based on the script
- Editing music tracks to be performance ready (with assistance as needed)
- Creating and posting choreography videos to YouTube
- Work with the site team to coordinate role announcements
- Communicate/coordinate with Production Manager choreography plans once educational component is complete for PM to create a weekly rehearsal schedule

- Create the choreography information being sent home (including YouTube/links) to students/peer mentors (scripts, music/lyrics, parent information, etc.) with the Program Educational Manager and Production Manager.
- Participate in production set design needs including props, scenery/set pieces and other materials for the show repurposing items when possible ensuring everything is completed in a timely manner and within budget constraints along with Program Educational Manager, Production Manager and Program Operations Director
- Create blocking sheets, along with Production Manager, for each scene
- Along with the Production Manager, create a technical script for the final performances
- Check email regularly to access important updates and information distributed to the SGT Team. Email responses are expected within 48 hours.
- Ensuring constant communication between all disciplines as it relates to each area (production, education/ teachers, dance assistants, etc.) by way of staff meetings, emails, and weekly updates
- Modeling choreography for the show during dress rehearsals and performances
- Supervising dance assistant(s) (if applicable)

Skills and Qualifications:

- 2-4 years of work experience with individuals with disabilities, theater/ dance, or related field
- Bachelor's Degree from an accredited institution in Musical Theater, Special Education, Occupational Therapy, Dance/ Movement Therapy, or a similar field preferred
- Self-motivated individual who is able to multitask
- Excellent verbal, written, organizational and time management skills
- Access to technology to use for planning, management and communications including Google applications.
- Strong teamwork and interpersonal skills
- A heart for individuals with disabilities and their families and believes in the mission of Special Gifts Theatre

Salary: Range of \$1500 - \$2000 for the program season (commensurate with experience). .

Please complete the [online application](#) and send your resume to info@specialgiftstheatre.org. Preferred application deadline of August 15, 2024 for programs that begin in fall 2024.

Special Gifts Theatre is committed to being a diverse, equitable, and inclusive organization. SGT is willing to provide any reasonable accommodations necessary to do this job upon onboarding.

About Special Gifts Theatre: Through the performing arts, we work collaboratively to create inclusive and transformative experiences for individuals with disabilities to fully engage in the world. SGT's programs foster self-confidence, social, speech and language skills in individuals with disabilities. We work as a community to use educational and therapeutic techniques with the stage as the platform integrating creativity and fun. Since its founding in 2000, SGT has conducted individualized classes for more than 3,800 youth with disabilities, youth peer mentors, and adults with disabilities. SGT program participants have presented performances

attended by more than 44,400 community members. Today, SGT offers multiple programs throughout the Chicago area, serving more than 350 participants annually. For more information on SGT's programs please visit www.specialgiftstheatre.org