



**SPECIAL
GIFTS
THEATRE**
Dream. Believe. Achieve.

Creative Production Assistant - Job Posting Special Gifts Theatre

Position Summary: This part-time position is responsible for supporting the SGT team and organization by coordinating creative production elements including managing costumes and program related administrative support. Reporting to the Program Operations Director, this person collaborates with the program managers and production managers of five Musical Theatre and three Creating Outside the Lines Adult Programs for their stage productions by developing the vision for all costumes and overseeing creation of costumes. This position is a member of the programming and administrative team and participates fully as a valued team player. This position will at times work remotely with on site support expected for creative meetings, dress rehearsals, final performances, and other in person program visits as related to completing job responsibilities.

Reporting Relationships: Reports directly to the Program Operations Director.

Position Requirements: Part-time/55-60 hours per month, an average of 12-15 hours per week. Evening and weekend hours are required during the performance season including on site attendance at programs and performances. More hours may be required during the performance season from December - May.

Key Responsibilities:

Creative Program Support:

- Collaborate with Program and Production Managers of all Musical Theatre and Creating Outside the Lines Adult Programs by creating a visionary board of the character costumes and creating plans to bring the ideas to fruition
- Establish a timeline with Program and Production Managers and be on site for initial distribution of costumes to students, alterations/adjustments as needed, dress rehearsals, picture days, return of costumes
- Lead and coordinate all costume needs including headpieces and personal props and manage volunteers to assist with completion of costumes
- Assist in determining costuming needs and work with the Program Operations Director in purchasing/ordering of supplies after preliminary visit to SGT storage
- Clean and return costumes to SGT storage unit at the end of each program session and update inventory pieces
- Inventory and organize the storage unit to create a catalog of costumes, costume pieces, head

pieces, accessories, and personal props establishing and maintaining a tracking system

Administrative Program Support:

- In collaboration with Program Operations Director, order all t-shirts, awards, photos and frames etc. for each program
- Manage online store ordering, inventory, sales, and distribution
- Check email regularly to access important updates and information distributed to the SGT Team. Email responses are expected within 48 hours.
- Weekly zoom/ phone calls with Program Operations Director (or more frequent as needed) ● Attendance may be requested for other SGT events, community/outreach events, resource fairs, and professional development opportunities
- Support the implementation of the Strategic Plan with direction from the POD. ● Additional administrative support for programs as needed

Skills and Qualifications:

- 2-4 years of creative work experience in theater, or related field
- Self-motivated individual who is able to multitask and work independently ● 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
- High school graduate/ GED with higher education from an accredited institution preferred ● Reliable mode of transportation needed for on site visits in Chicago and the surrounding north/ northwest suburbs

Salary: Starting at \$18 per hour (commensurate with experience)

Please complete the [online application](#) and send your resume to info@specialgiftstheatre.org by July 31, 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

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