



Production Technical Aide- Job Posting
Creating Outside the Lines Adult Program (COL)
Special Gifts Theatre

Position Summary: This is a part-time seasonal position for the fall COL session that utilizes musical theatre techniques to facilitate skill development for adults with intellectual and developmental disabilities. This position assists the Creating Outside the Lines Production Manager on all technical aspects of the production throughout the season, during dress rehearsals and performances. This includes tasks in a variety of areas to ensure complete congruence with all theater disciplines. Plus will also be responsible for supporting SGT as a program aide by providing a safe, nurturing and successful experience for all students in the program.

Reporting Relationships: Reports directly to the site Program Manager and will also work with the Production Manager

Position Requirements: Part-time program on site at Skokie School weekly on Mondays from 6:00-8:30 pm September- January (fall session). Program preparation and planning 1 hour per week from home. At times responsibilities will vary leading up to final performances.

Responsibilities to Include:

Technical Aspects:

- Once the Production Manager creates the set design, carry out the vision including props, scenery/set pieces and other materials for the show ensuring everything is completed in a timely manner and within budget constraints along with the Program Manager, Choreographer and Program Operations Director.
 - Repurposing items when possible
 - Assist to Identify/coordinate how/where/when to obtain items listed above (purchase/create new, SGT storage/other program locations, partnership schools, drama clubs, etc.)
- After the Production Manager creates the blocking sheets for each scene, keeping these updated as changes are made during rehearsals
- Oversee and manage the Stage Manager/Stage Crew
 - Ensure Stage Manager is able to manage/coordinate any set building and has all of the necessary supplies needed
 - Coordinate the work of the apprenticeship students/stage crew on sets/scenery
- Ensure sound, light and visual needs are in place for the final dress rehearsals and performances including:
 - Create Scene descriptions for on screen slideshow
 - Create student microphone list

- Create a tech script for AV/Sound company, along with Choreographer, with student mics, sound/light/visual cues, music cues, etc.
- Create scenery/sets blocking sheets for each scene to ensure proper placement on stage
- Make sure that all technical elements are in place, turned on and ready, for technical dress rehearsals and performances (i.e.mics to actors. headsets to appropriate COL staff, etc.)
- Wear a headset during technical dress rehearsals and performances
 - Based on headset cues from the Production Manager, getting actors on/off stage and in places on stage along with the Production Dramatic Aide

Production Support:

- Assess/collaborate with the COL staff student roles and cast assignments
- Assist Production Manager in weekly production meetings once dress rehearsals begin
- Assist the Production Manager with the strike/return of all production elements from the performance space

Program Support:

- Attend all staff/planning, production meetings, classes, dress rehearsals and performances
- Perform as a program aide by providing active support to COL staff as assigned by the Program Manager
- In conjunction with the COL team, complete goal tracking twice during the season (goal tracking numbers will be decided as a staff, comments will be added by the teacher)
- Email response within 24-48 hours (not including weekends except during performance season)

Skills and Qualifications:

- 2-4 years of work experience with individuals with disabilities, theater, or related field
- Bachelor's Degree or Associate's Degree from an accredited institution in Theater, Special Education, 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.
- Basic knowledge of theater/production elements is helpful, but not required.
- 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 \$700 - \$900 for the program session (commensurate with experience).

Please complete the [online application](#) and send your resume to info@specialgiftstheatre.org. Preferred application deadline of July 30, 2025.

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 4,500 youth with disabilities, youth peer mentors, and adults with disabilities. SGT program participants have presented performances attended by more than 48,500 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