



Program & Community Engagement Coordinator– Job Posting
Special Gifts Theatre
Full or Part-Time, Non-Exempt

Position Summary:

The Program and Community Engagement Coordinator is responsible for coordinating aspects of Special Gifts Theatre’s inclusive theatre programs and community engagement plans. Reporting to the Program Operations Director (POD), this person collaborates with the programming and administrative team and participates fully as a valued team player. This position will have a hybrid schedule, supporting after-school and evening programs and weekend performances in person and remote work that is flexible in hours and location.

Reporting Relationships: This position reports directly to the Program Operations Director.

Position Requirements: Full-time hourly (non-exempt) employment. 30-40 hours per week. Availability between 1:00-7:00pm Monday through Thursday preferred. Expected to attend at least 10 of 15 performances which are on weekends between January-May.

Key Responsibilities:

Community Outreach and Recruitment

- Form relationships with community stakeholders and potential referral sources (in-person meetings, phone/ zoom calls, and email).
- Work on recruiting new participants and filling programs, building audiences, possible sponsors and community supporters.
- Sell and coordinate *Bring SGT to You* strategic alliance workshops with existing and potential community partners.
- Handle intake for new programs- record registrations, send confirmations, assist program managers with scheduling evaluations for new students and attend if needed.
- Be the SGT ambassador at community events or coordinate volunteers.

Program and Performance Support

- In person program support- plan to attend 2-3 programs per week (Monday-Thursday between 4-7pm).
- While at programs, be able to step in as a substitute and facilitate inclusive theatre activities.
- Provide program management and coordinate communications and administrative functions to support programs as assigned.
- Coordinate picture days and promotional content in preparation for performances.
- Provide in person performance support for at least 10 of 15 weekend winter/ spring performances.

Organizational Support:

- Collaborate with POD and other SGT staff with current projects, as assigned.
- Support the implementation of the Strategic Plan with direction from the POD.
- Weekly zoom/ phone calls with the Program Operations Director (or more frequent as needed).
- Attend weekly zoom administrative meetings.

Position Requirements:

- Hours are somewhat flexible but should have regular availability for in person meetings and programs 1-7pm Monday-Thursday. And on 8-10 weekends January-May.
- Comfortable and skilled at facilitating inclusive theatre activities.
- Have a reliable source of transportation to get to program sites and meetings.

Skills and Qualifications:

- 2-4 years of work experience with individuals with disabilities, theater, or related field
- Bachelor's 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 \$20-\$24 per hour commensurate with experience for a maximum of 40 hours per week, or 160 hours per month. \$42,000-\$50,000.

Please complete the [online application](#) and send your resume to info@specialgiftstheatre.org. Preferred application deadline of February 28, 2026.

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 4,800 youth with disabilities, youth peer mentors, and adults with disabilities. SGT program participants have presented performances attended by more than 52,000 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