



Production Manager - Job Posting

Musical Theatre Chicago (MTC)

Position Summary: This is a part-time seasonal position that utilizes musical theatre techniques to facilitate skill development for youth with intellectual and developmental disabilities. This position will lead script adaptations, character development, stage blocking, actor role assignments in alignment with SGT's philosophy and mission. The Production Manager will work in tandem with the Program/ Educational Manager and Choreographer to come up with an overall vision of the musical production in order to implement specific tasks to bring the vision into reality with a final musical production. This position includes production and director tasks in a variety of areas to ensure complete congruence with all theater disciplines.

Reporting Relationships: Reports directly to the site Program Educational Manager and will collaborate with the SGT team.

Position Requirements: Part-time program on site at Ebinger School weekly on Thursdays 4:30-6/6:30pm from September 2026-February 2027. Program preparation and planning 1-3 hours per week from home starting approximately 1 month before the start of the program. At times responsibilities will vary leading up to final performances including extended dress rehearsals, staff/production meetings, and cast celebration. A calendar will be provided with more detailed information with required days/times.

*All staff are expected to arrive 15+/- minutes early to set up and clean up.

Key Responsibilities:

- Attend all staff/management/planning meetings, production meetings, classes, dress rehearsals and performances
- Create and facilitate activities/lesson plans for weekly production rotations submitted to the Program Educational Manager prior to class and a list of filler activities incorporating theater skills for site team to use.
- Assess students for roles and coordinate role announcements with site team.
- Rewrite/edit previous SGT script based on students' roles/abilities, equitable lines/equitable time on stage with input from the site team
- Collaborate with Choreographer to ensure that all students are featured appropriately and equitably in all musical numbers based on script
- Create production rehearsal weekly schedules once educational component is complete incorporating choreography needs.
- Facilitate weekly production meetings once dress rehearsals begin
- Create the production information being sent home (or available online) to students/peer mentors (cue scripts, music/ lyrics, parent information, etc.).
- Create 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, Choreographer and Program Operations Director

- Identify/coordinate how/where/when to obtain items listed above (purchase/create new, SGT storage/other program locations, partnership schools, drama clubs, etc.)
- Create blocking sheets, with input from Choreographer, for each scene
- Work with costumer to ensure student/character costume needs are met
- Oversee and manage the Stage Manager/Stage Crew including any set building
- Ensure constant communication between all disciplines as it relates to each area (costumes, education, etc.) by way of staff meetings, emails, and updates as needed
- Communicate sound, light and visual needs for the final dress rehearsals and performances including:
 - Scene descriptions for on screen slideshow
 - Create a tech script
 - for AV/Sound company (including music cues, special effects, scene projections), Stage Manager/Stage Crew (including entrances/exits information for all program staff)
 - Create student microphone list (also included in tech script) for AV/Sound company
 - Create a bow list for stage bows after each performance
 - Create scenery/sets blocking sheets for each scene to ensure proper placement on stage
 - Ensure copies of scripts are made
- Call (on headset) the show during dress rehearsals and performances
- In conjunction with the site team, complete goal tracking twice during the season (goal tracking numbers will be decided as a staff, comments will be added by the teacher)
- Check email regularly to access important updates and information distributed to the SGT Team. Email responses are expected within 48 hours
- Ensure 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
- Respond to and meet all deadlines as required for specific projects and reports as outlined on the Weekly Planner and Production Manager Timeline which will be provided prior to the start of the season
- Supervise the strike/return of all production elements from the performance space

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.
- 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 \$2,500-\$3,000 for the program season, commensurate with experience.

Please complete the [online application](#) and send your resume to info@specialgiftstheatre.org. Preferred application deadline of July 15, 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 nearly 5,000 youth with disabilities, youth peer mentors, and adults with disabilities. SGT program participants have presented performances attended by more than 55,000 community members. Today, SGT offers multiple programs throughout the Chicago area, serving more than 375 participants annually. For more information on SGT's programs please visit www.specialgiftstheatre.org