SPECIAL GIFTS THEATRE
Dream. Believe. Achieve.

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 position is responsible for adapting music, song lyrics, and choreography movements for the developmental and physical ability of each actor to ensure complete congruence with all theater and dance disciplines.

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

***Position Requirements*:** Part-time position facilitating choreography on site weekly. Program preparation and choreography 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.

MTP-RM meets on Thursdays 4:30-6:00/6:30pm from Nov-April @ Conyers Learning Academy in Rolling Meadows
Final performances on Saturday, April 10 & Sunday, April 11, 2027
*All staff are expected to arrive 15+/- minutes early to set up and stay to help clean up for weekly classes.

Key Responsibilities:

- Create and teach choreography for all musical numbers (ensembles and featured songs)
- Create and facilitate choreography lesson plans for weekly production rotations submitted to the Program Educational Manager prior to class
- 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
- Attend all staff/management/planning meetings, production meetings, classes, dress rehearsals and performances and prepare materials for pre-season site staff planning
- Assess students for roles and coordinate role announcements with the site team
- Create the choreography information being sent home (or available on line) to include YouTube/links to students/peer mentors (scripts, music/lyrics, parent information, etc.).
- Collaborate with Production Manager and Program Educational Manager on:
    - Featuring actors equitably in all musical numbers based on the script
    - Determining what and when needs rehearsed to be incorporated in the weekly production schedule that the production manager creates.

    - Props needed for choreography
- Edit music tracks to be performance ready (with assistance as needed) and input track numbers in technical script for final performances.
- Model choreography for the show during dress rehearsals and performances.
- Supervise dance assistant(s) (if applicable).
- 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 Choreographer Timeline which will be provided prior to the start of the season.
- Responsible for helping strike the set and closing out the production with the rest of the site team.

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: Salary range of $1,900-$2,100 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 30, 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