

Theatre Manager

Job Type: Full Time Exempt

Job Department: Production/Facilities-Operations

Reports to: Production Manager/Director of Administration & Operations

About Chicago Children's Theatre

Since its launch in 2005, Chicago Children's Theatre has cemented its reputation as the city's largest professional theatre company devoted exclusively to children and families. The company evolved out of Chicago's need for high-quality, professional year-round children's programming to match the quality, & significance of theatrical powerhouses such as Steppenwolf Theatre Company, Goodman Theatre, & Lookingglass Theatre. Likewise, CCT has always believed children should be treated as the sophisticated audiences that they are, showcasing high-profile & award-winning talent, inventive production values & compelling stories that challenge, educate & entertain.

Summary of Position

Chicago Children's Theatre has an immediate opening for a talented, passionate, committed **Theatre Manager**. This core staff member will be a team member serving both the Production department & Facilities-Operations of CCT.

This is an early-career opportunity to gain exposure and skill development throughout several aspects of our progressive & visionary non-profit arts organization.

Essential Functions

- Coordinate with the Director of Administration & Operations, Production Manager, part-time technical supervisors, & other members of the management team in planning & supporting resourcing for productions, tours, educational programs, special events, & facility management.
- Respond in real time to the evolving nature of operating our West Loop facility.
- Perform standardized preventative maintenance procedures to ensure that machines & mechanical systems continue to run smoothly and efficiently.
- Perform basic inspections, testing, and technical support on all operational technology & equipment as needed.
- Troubleshoot simple lighting, plumbing & mechanical problems.
- Secure facilities & grounds for the purpose of minimizing property damage, loss, & liability.
- Respond to emergency situations during & after hours, nights, & weekends for the purpose of resolving immediate safety concerns.
- Work with the Production Manager & part-time technical supervisors in the management & scheduling of all aspects of the production season including:
 - Payroll & AEA paperwork for all artists & show staff.
 - Budgets, purchases, & reconciliation of spending.
 - Contracts with AEA, USA, SDC, & non-union artists & show staff.
 - Production calendars & production meetings.
- Coordinate with other department's relevant information as needed for the smooth operation of each company event.
- Oversee facility & equipment rentals in coordination with the Director of Administration & Operations & the Production Manager. Responsible for meeting a small annual revenue goal tied to rentals.
- Plan, develop, & submit estimates for proposed modifications, alterations, & capital improvements to the facility & grounds in coordination with the Director of Administration & Operations.
- Provide administrative support to Production & Facilities/Operations departments.
- Other duties as assigned.

Knowledge, Skills, & Activities:

- Utilize outstanding collaborative & time management skills along with the ability to prioritize a wide range of competing demands.
- Knowledge &/or excitement to explore the function & maintenance of various mechanical & technical equipment & related software.
- Knowledge of equipment commonly found in a theatre facility (e.g scene shop, rigging, lighting, sound, house & stage areas, etc.).
- Knowledge of technical theatre practices.
- Skill &/or excitement to explore efficiently using common hand & power tools.
- Skill in &/or excitement to explore supervisory practices & techniques for assigned staff & holistic theatre management.
- Exhibit exceptional discretion in dealing with highly confidential information.

Minimum Qualifications:

- Ability to work changing & irregular shifts in all weather conditions as needed.
- Ability to work with a wide range of internal & external personalities in a professional & congenial manner.
- Demonstrated ability to deal with ambiguous and uncertain situations & take positive actions to ensure the best quality operation is delivered daily.
- A good work ethic.
- An abundant curiosity to learn & a willingness to assist.
- A sense of humor!

Working Environment:

- Occasional lifting (up to 50 lbs individually), carrying, pushing &/or pulling, climbing & balancing, stooping, kneeling, crouching &/or crawling.
- Occasional hazardous conditions that may require special protection &/or special safety precautions.
- Occasional transport, installation, &/or strike of scenery, props, costumes, lights, & sound. A valid drivers license and working vehicle is highly preferred.

Compensation & Hours:

Salary commensurate with experience & benefits package available including health insurance, 401k, Flex Spending Account, Ventra employer discount, & an annual 5 weeks of Paid Time Off.