

**University of Illinois Chicago – School of Theatre and Music  
Clinical Assistant or Associate Professor (Production Manager)  
Start date between 4/1/2024 and 8/1/2024.**

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The School of Theatre and Music at the University of Illinois at Chicago (UIC) is seeking an experienced production manager with knowledge of technical theatre for a full-time clinical faculty position, to start between 4/1/2024 and 8/1/2024. The production manager will be a key member of mission-driven faculty and staff who support the operations of a growing theatre and music program.

The production manager is responsible for managing organizational and logistical aspects of theatre productions and performances in the UIC School of Theatre and Music. They report to the director of the school and work closely with the head of theatre, faculty, staff, students, and guest directors/designers/technicians to ensure that four mainstage productions and several faculty or student led projects each year have a high production quality, run safely and smoothly, meet deadlines, and stay on budget. The production manager proposes and manages the theatre department production budget and calendars; organizes and runs production meetings; provides oversight to the technical director; hires and supervises scene shop over-hire (with the technical director); oversees technical aspects and maintenance of performance spaces and equipment; works closely with the department of music to coordinate scheduling and use of spaces; supports rental of school spaces by on campus units and off-campus organizations; and establishes and maintains standard workplace health and safety practices. The production manager also manages a student build and run crew course and may teach a second course each semester in an area of expertise. Finally, the production manager attends staff and faculty meetings, supports recruitment, and performs other duties as assigned by the director of the school. Unlike most other faculty, the production manager works over the full year as necessary; however, time away for individual professional practice will be supported as possible.

Minimum qualifications include a terminal degree in theatre or related field or equivalent professional experience; five years professional experience in production management; knowledge of technical theatre; teaching or student supervision experience; and appreciation for the place of BFA and BA programs within a public university setting with faculty, staff, and students from diverse backgrounds. Preferred qualifications include one year experience teaching at the college level or equivalent; stage management experience; considerable experience in an area of technical theatre; advanced computer skills in Microsoft Office and AutoCAD as well as automation and/or drafting skills.

Salary will be based on qualifications and experience and may range from \$60,000 to \$64,000.

**For fullest consideration submit applications by February 9, 2024.** Submit a cover letter, curriculum vitae, and the names and contact information (phone and email) for three references to <https://uic.csod.com/ux/ats/careersite/1/home/requisition/8133?c=uic>. Questions may be directed to Tanera Marshall ([tanera@uic.edu](mailto:tanera@uic.edu)).

UIC is a Carnegie Research 1 university that enrolls over 34,000 students on a 240-acre site one mile west of Chicago's Loop. The School of Theatre and Music provides innovative, rigorous, and comprehensive academic and performance programs to a highly diverse student body. One of four units in the College of Architecture, Design, and the Arts, the School of Theatre and Music enrolls over 100 undergraduate students in music programs and about 130 undergraduate students in theatre programs. The faculty consists of performing artists and scholars including 33 full-time faculty and about 40 part-time faculty.

#### 1.3.24

The school offers coursework leading to a BA in Music, BA in Music Business, BM in Music Performance, BM in Jazz Studies, BFA in Acting, BA in Theatre and Performance, and BA in Theatre Design, Production, and Technology. For more information, go to [theatreandmusic.uic.edu](http://theatreandmusic.uic.edu).

The University of Illinois at Chicago is an affirmative action, equal opportunity employer. All qualified individuals are encouraged to apply. Applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, protected veteran status, or status as an individual with a disability.

The University of Illinois will conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.