



Lookingglass Theatre Company, a nationally recognized ensemble theatre company located in Chicago Illinois, seeks a Script Supervisor for the world premiere of Kevin Douglas' new play, *Plantation!*

The candidate will work closely with Stage Management and the Playwright to track script changes throughout the rehearsal process. There will be a modest stipend.

**Responsibilities include but are not limited to:**

- Updating script changes on a daily basis
- Maintaining a script change log to easily track changes
- Printing and distributing new pages to the cast and designers
- Communicating with stage management and the playwright to ensure the entire production company has the most current draft

**The ideal candidate will possess the follow qualifications:**

- Experience with Final Draft 10, preferred, not required
- Experience as a stage manager and/or new play development
- Keen eye for detail
- Excellent written communication

Dates are January 18<sup>th</sup> - March 2<sup>nd</sup>, 2018 and attendance at all scheduled rehearsals will be mandatory. Rehearsal location is in the West Loop. Tech begins February 13<sup>th</sup> and will take place at Lookingglass Theatre.

Qualified applicants should send a cover letter, resume, and three references to Sarah Burnham, production manager at [sburnham@lookingglasstheatre.org](mailto:sburnham@lookingglasstheatre.org). Please include SCRIPT SUPERVISOR in the subject line. Applications will be accepted through December 8<sup>th</sup>, 2017. No phone calls please.