



Lookingglass Theatre Company, a nationally recognized Ensemble theatre company in Chicago, Illinois, is seeking Script Supervisors for our 2018-19 Season.

Script Supervisors will work closely with Stage Management and the Playwright to track script changes throughout the rehearsal process and previews. Attendance at all scheduled rehearsals is mandatory. 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
- Supervising a digital script with correct pagination
- 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:

- At least two experiences as stage manager or script supervisor on a new play
- Keen eye for detail
- Excellent written communication
- Clerical and organizational capabilities, promptness, and flexibility
- Interest in new play development strongly preferred

Act(s) of God rehearsal begins Jan. 19, 2019; tech begins Feb. 6, 2019; and production opens Feb. 23, 2019. Rehearsals will take place at our theater's rehearsal studio in Water Works—821 N. Michigan Ave. Chicago IL 60611

Frankenstein rehearsal begins April 9, 2019; tech begins May 1, 2019; and production opens May 18, 2019. Rehearsal locations TBD.

Qualified applicants should send a cover letter, resume, and three references to Caroline Macon, New Works Associate, at cmacon@lookingglasstheatre.org. Please include SCRIPT SUPERVISOR in the subject line. In your application, please indicate which show(s) you are applying for. Applications will be accepted through August 6, 2018. Lookingglass is an equal opportunity employer. No phone calls, please.