

Job Posting

LITERARY MANAGER AND CASTING ASSOCIATE

4/1/2021

Now Hiring: Northlight Theatre is now hiring for a full-time Literary Manager & Casting Associate. Working under the supervision of the Artistic Director, this position is responsible for all aspects of Northlight's literary management and casting, as well as providing support for Northlight's Artistic Director and for all artistic programming from season selection to artist relationships to dramaturgy to rehearsal needs. The Literary Manager & Casting Associate serves as one of the faces of the Artistic team of the theatre.

The main responsibilities included in this position are:

- Literary Management, including communicating with playwrights & agents, working with the Artistic Director on season planning and with artistic teams throughout the production process
- Casting for all Northlight programs including Mainstage and Interplay series, functioning as either the casting director or working with an outside consultant
- Actively participating in the artistic operations of the theatre, including rehearsals, workshops, and audience engagement events
- Working closely with and providing administrative support for the Artistic Director

A full job description is available on our website at www.northlight.org/opportunities.

Northlight Theatre aspires to promote change of perspective and encourage compassion by exploring the depth of our humanity across a bold spectrum of theatrical experiences, reflecting our community to the world and the world to our community. A professional LORT D theatre located in Skokie, Illinois, programming includes a 5-play mainstage season, the Interplay new play development series, and a dynamic year-round audience engagement and education program. For more information about the theatre: www.northlight.org.

Qualifications: Must have experience in a producing theatre organization or related educational background, with knowledge of and passion for live theatre. Must be fluent in Microsoft Office Suite (word, excel) and GSuite products (mail, calendar, drive), as well as skillful in doing internet-based research. High degree of autonomy and independent motivation essential, along with collaborative and communication skills, especially diplomacy. Public speaking and writing/editing experience a must. Excellent phone and organizational skills required. Established working relationships with playwrights, agents, and theatre professionals would be ideal. Some practical background in other areas of theatre desirable. Must be able to work a flexible schedule, including nights and weekends. This position requires transportation to multiple job sites across the Chicagoland area; though not required, a personal vehicle and valid driver's license is strongly recommended.

Compensation: Compensation range is \$33,000 to \$36,000, competitive with prevailing compensation for similar positions within the non-profit performing arts industry, and commensurate with qualifications and experience of the applicant. This position is eligible for benefits including medical, dental and vision insurance and paid time off. High energy, collaborative environment with flexible work hours and close involvement with the art and artists.

How to Apply: As an equal opportunity employer, Northlight Theatre hires outstanding individuals into every position in the company. People who work with us have a high degree of engagement, a commitment to working effectively in teams, and a passion for the company's mission. We place the highest value on creating a safe environment where our employees can grow and contribute, and refuse to discriminate on the basis of race, color, religious belief, sex, age, disability, national origin, alienage or citizenship status, marital status, partnership status, caregiver status, sexual and reproductive health decisions, gender identity or expression, or sexual orientation. Reflecting our commitment to be an inclusive and accessible employer, we welcome applications for all open positions from a diverse applicant pool that reflects our community and programming.

Qualified candidates should send a cover letter and resume with relevant experience and three listed references via email to humanresources@northlight.org by May 15, 2021. No phone calls please.