

Northlight Theatre

Job Description

2021-2022 Season

Job Title: Literary Manager & Casting Associate

Category: Regular Full-Time, Year Round, Salaried, Non-Exempt

Overall Description: Working under the supervision of the Artistic Director, the Literary Manager & Casting Associate 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.

Responsibilities include but are not limited to:

- Participate in the artistic operations of the theatre as requested by Artistic Director, from play selection to casting to the rehearsal process. Assist in the planning and implementation of each Northlight mainstage season as well as any special projects, educational commissions or outside collaborations.
- Perform all Literary Management duties, including script solicitation, management, evaluation, development and preparation of scripts under consideration and/or programmed at Northlight. Maintain the script log and library.
- Primary contact with playwrights and literary agents, in conjunction with the Artistic Director, and the first contact regarding rights availability for plays under consideration.
- Create, maintain and distribute production scripts for all Northlight plays to creative teams, staff, and all other relevant parties. Provide research support for all productions.
- Administer the casting process for all Northlight shows, workshops and readings, including acting as the Northlight liaison to any Casting contractors. Administer the casting files, including opening and processing mail & email submissions, maintaining the physical files, staffing auditions, and other administrative support of casting as needed.
- Attend first rehearsals, designer run throughs, dress rehearsals, and opening night of all Mainstage shows and provide artistic or staffing support as requested.
- Participate in the Audience Engagement Team, designing and implementing new and continuing initiatives to engage audiences in Northlight's artistic and educational programs and to enhance the audience experience.
- Provide website content, program notes, and lobby displays as well as language for marketing brochures as requested.
- Provide annual budget and monthly projection information for Artistic department, and manage Artistic Department budget day-to-day.
- Administer "Backstage with BJ" programming and all aspects of event.
- Lead post-show audience discussions, panel discussions and other audience engagement events as assigned.
- Assist with Interplay program, including private and public readings and workshops.
- Work with Advancement Department on grant solicitations as requested.
- Supervise all script readers and literary interns as needed.
- Represent the theatre as requested, including public appearances and event attendance.
- Support Artistic Director administratively as needed.
- Adhere to Northlight policies as listed in Employee Handbook.
- Perform any additional duties as assigned by Supervisor.
- This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, within regularly scheduled work hours or as needed, in all Northlight functions as requested, on site and off.

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.