



JOB DESCRIPTION: Scenic Supervisor 25/26 Season

Date: August 6, 2025

Classification: Seasonal Part-Time, non-exempt

Reports to: Director of Production

POSITION SUMMARY

TimeLine is seeking a **Scenic Supervisor**, as a part-time staff position. This position is responsible for budgeting, technical design/engineering, construction, installation, and maintenance of scenery for three full productions, with opportunity for other non-production hours and projects throughout the 25/26 TimeLine season, including moving into our new facility. In collaboration with the Director of Production, the Scenic Supervisor plays a leadership role in the technical planning for each production to ensure the successful integration of all production elements.

Location

Please note: Show #1 of the 2025-26 season will be produced at Lookingglass Theatre; Show #2 will be produced at the Broadway Playhouse. Finally, Show #3 will open our new building in Chicago's Uptown neighborhood.

While we finalize the construction of our new home, TimeLine will run its administrative and box office operations out of temporary offices in the Edgewater neighborhood. TimeLine's production creation warehouse is in the Hermosa neighborhood.

PRIMARY FUNCTIONS

- Collaborate with Scenic Designer and TimeLine's Director of Production to set work schedules and specific goals for each production
- Attend production meetings, first rehearsals, designer run-throughs, and tech rehearsals at the discretion of the Director of Production
- Review, interpret, and troubleshoot design drawings to assess financial and practical feasibility, as well as safety
- Develop preliminary budget estimates based on early drawings and provide suggestions on scope adjustments as needed
- Proactively collaborate with Scenic Designers to realize as much of their concepts as possible within the responsible bounds of resources, including budget, time, and infrastructure
- Proactively collaborate with other technical supervisors to ensure other department production elements work with the scenic design
- Create and manage technical drawings for communication with carpentry staff, designers, and all other production departments
- Assist in creating, hiring, and leading build schedules for each production
- Manage scenic labor throughout the season, this includes budgeting, hiring and supervising approximately 3000 people hours of labor at \$25-\$30 per hour, including carpenters, riggers, scenic painters, load-in and strike crews
- Manage scenic load-in, installation, and strike



- Manage the seating configuration change over (as needed)
 - Communicate with the Stage Management Team on how to care for scenery for each production
 - Oversee maintenance of scene shop material inventories, tools, & labor
 - Develop a working knowledge of the TimeLine facility and stock
 - Maintain the organization of the scenic and tool storage areas and other working areas throughout the season at the TimeLine warehouse and theatre spaces
 - Keep track of all receipts for reimbursement no later than one week after the opening of each production
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- Ensure that the build, load-in, and strike work environments are safe and respectful

COMPETENCIES

- Excellent organizational skills with a demonstrated ability to pay attention to details
- People-forward management skills and ability to hire, onboard, and delegate to over hire technicians
- At least three years of demonstrated experience in:
 - Drafting and Construction Drawings
 - Scenery construction techniques
 - Theatrical rigging
 - Using and maintaining hand and power tools
- Basic knowledge of material types and hardware
- Knowledge of safety policies and procedures in a shop environment
- Computer-literate

CHARACTERISTICS

- You enjoy working independently, assuming responsibility, and taking initiative using good judgment and strong attention to detail
- You can effectively identify and communicate issues or problems as they arise, and move deliberately to find solutions to them
- You have a positive and proactive attitude
- You have comfort acting as a leader and taking charge in different kinds of situations, while respecting differences and making decisions collaboratively
- You share a passion for TimeLine's core values:
 - ACCESSIBLE: Advancing access in all its forms
 - ANTIRACIST: Prioritizing racial equity and inclusion as we build a just future
 - COLLABORATIVE: Valuing teamwork and mutual and mutual respect as a creative force
 - EXCEPTIONAL: Pursuing excellence and innovation in everything we do
 - FISCALLY RESPONSIBLE: Ensuring effective stewardship of our resources
 - INCLUSIVE: Welcoming people of all identities
 - INTIMATE: Creating a close connection between art and audience



COMPENSATION & TIME FRAME

- Seasonal, part-time staff hourly position
- Starts at \$30 per hour, this position is non-exempt and subject to overtime pay for any hours worked more than 40 in a Monday—Sunday week, paid as employee on W4
- Approximately 1300 hours total (September 2025—June 2026)
 - September – Mid October 2025 – Show #1
 - December 2025 - January 2026 – Show #2
 - February 2026 - March 2026 – Support TimeLine's technical and production move into the new building
 - March 2026 – Mid May 2026 – Show #3
- Hours vary and include daytime, evening, and weekends, but most work can be scheduled within a regular daytime work week. Production calendars available upon request.

EMPLOYMENT POLICIES

Apply for this position if you are interested in obtaining a foundation in arts and production management at an award-winning theatre while supporting the theatre's goal of cultivating a compassionate, collaborative, and safe working environment. If you are interested in learning about how an Equity theatre operates, this position will provide insight, training, and opportunities for development.

It is an essential practice of TimeLine Theatre Company to recruit, hire, train and promote individuals, based upon personal capabilities and qualifications and without regard to race, color, age, sex, sexual orientation, religion, national origin or ancestry, marital status, citizenship, disability, military status, creed, or any other trait or characteristic protected by law. TimeLine Theatre Company is dedicated to the goal of building a diverse staff and an inclusive work environment. This policy of Equal Employment Opportunity applies to policies and procedures relating to all terms and conditions of employment at TimeLine Theatre.

ABOUT TIMELINE

TimeLine Theatre Company, recipient of the 2016 MacArthur Award for Creative and Effective Institutions, is a Chicago not-for-profit theatre company with an annual budget of more than \$2 million. Since its inception in 1997, the company has garnered more than 50 awards for artistic excellence and business management. TimeLine is preparing to launch its next chapter with the establishment of a new home in Chicago's Uptown neighborhood.

Over 28 seasons—25 of those in residence in our longtime home at 615 W. Wellington Avenue in Chicago's Lakeview East neighborhood—we have produced 92 plays, including 14 world premieres and 42 Chicago premieres. Topics have ranged from LGBTQIA+ experiences (*Boy, Falsettos*) to issues of cultures intersecting and intertwining (*A Walk in the Woods, Chimerica*,



The Lehman Trilogy) to Black life in America (*Kill Move Paradise, Relentless, Boulevard of Bold Dreams*), among many others. TimeLine's rich production history demonstrates the company's commitment to expanding the lens through which history is viewed and fully engaging with a multitude of perspectives to better serve and reflect our community and our collective histories.

After our recent season partnering with three of the city's most preeminent arts institutions—Court Theatre, The Theatre School at DePaul University, and Writers Theatre, our [29th season](#) features three shows more timely than ever, led by three powerhouse Chicago directors, and culminating in a landmark event years in the making: the inaugural production in [our long-awaited new home at 5035 N. Broadway in Chicago's Uptown neighborhood](#).

To Apply

1. Please email, in one clearly-labeled document (PDF preferred), **a resume and your answers to the three short-answer questions below**. Your email should be to the attention of Maggie Fullilove-Nugent, Production Manager, at maggie@timelinetheatre.com with **the subject line of your email, "Scenic Supervisor Position"**
2. We will reach out to you whether or not you are called in for interviews. Please no phone calls. If you do have questions about your application, please email us at the above address.
3. Applications will be accepted through **August 15th, 2025**

Short Answer Questions – REQUIRED

In addition to submitting your resume, please take the time to answer the following questions.

You do not have to write a cover letter for this application, so we ask that you put your efforts into answering these questions in complete, thoughtful sentences (no need to write more than 2-3 sentences per question). Thanks!

1. What is a skill you use to help communicate with people who are different from you?
2. How can this position and the skills you'll learn at TimeLine contribute to your personal or professional goals?
3. How did you find out about this position?