

Adventure Stage Chicago
1012 N. Noble St.
Chicago, IL 60642
(773) 342.4141
adventurestage.org



Title: Event Supervisor at Adventure Stage Chicago (ASC)
Position reports to: Venue Manager
Position Status: Part Time Independent Contractor/Paid Hourly

Adventure Stage Chicago seeks Event Supervisors to act as primary customer service and technical support staff for events in the Vittum Theater (1012 N Noble, Chicago)

Duties:

- Supervise access to renting organizations, Adventure Stage Chicago productions, and community events through on site supervision.
- When scheduled, be the primary contact for load-ins and load-outs of rentals. Execute emergency procedures, when needed.
- Maintain an in-depth, complete knowledge of the technical systems, as well as policies and procedures of the Vittum Theater
- Assist with the maintenance and upkeep on Vittum Theater technical systems. Assist with the management of event turnover.
- Will be cross trained on box office and front of house duties
- Other duties as assigned.

Must be able to work a flexible schedule including nights, weekends, some holidays, and be able to stand for long periods of time, and lift up to 25 lbs

Skills:

- Knowledge of or willingness to learn lighting, sound, projections, and other technical theater systems
- Strong customer service experience Strong computer skills.
- Experience in box office, house management, or events management a plus
- Able to respond to renter needs promptly and professionally
- Ability to problem solve on the fly Schedule: Timing varies with rental schedule.

How to apply:

Submit Resume and Cover Letter to Scott Wagner, Venue Manager of the Vittum Theater (scottw@adventurestage.org).