

THEATRE JOB DESCRIPTIONS

Salaries based on national average per year. Regions may vary.

WHAT IT IS		WHAT IT TAKES		EARNINGS POTENTIAL/ SALARY
Job Title	Tasks/Responsibilities	Skills/Knowledge	Training	
Actor/Actress	<ul style="list-style-type: none"> Auditions for roles in theatrical productions Memorizes lines from scripts Attends rehearsals Performs and interprets roles in plays and other theatrical productions May perform acting roles alone, or may also sing and dance 	<ul style="list-style-type: none"> Reading Memorization Movement Voice/Speech Script Analysis 	Classes Professional and amateur experience	Varies
Agent	<ul style="list-style-type: none"> Represents actors, directors, writers and other professionals in film, television and theatre Promotes client's talent and finds them work Manages client's legal contractual business 	<ul style="list-style-type: none"> Sharp negotiator Management skills Organization skills Time management Strong verbal communicator Knowledge of industry, union and legal work guidelines for their clientele 	Professional experience	\$18,000 - \$50,000 - \$100,000 and up
Artistic Director	<ul style="list-style-type: none"> In charge of set preparation, wardrobe design, hair styling, makeup, and the creation of some special effects Oversees all design personnel, making sure everything supports the director's vision 	<ul style="list-style-type: none"> Design Experience in many different aspects of theatre Organization skills Budgeting Management skills Clear and direct communicator 	Years of Field experience in several aspects of the theatre	Varies
Associate Director	<ul style="list-style-type: none"> Assists the director by preparing and cueing cast and crew for the next shot or scene 	<ul style="list-style-type: none"> Field Experience Background in film and/or theatre 	Field Experience	Varies
Board Operator	<ul style="list-style-type: none"> Operates the sound board and other electrical equipment during a stage performance 	<ul style="list-style-type: none"> Excellent Focus Attention to details Expert note taking Great timing 	Field experience	\$50 - \$2000 per week
Box Office Manager	<ul style="list-style-type: none"> Arranges the sale of tickets through mail order, advance sales at the theatre and any other means Held accountable for all ticket sales and the monies derived from them 	<ul style="list-style-type: none"> Organization skills Bookkeeping Accounting Public Relations Sales 	Field Experience	Varies
Casting Director	<ul style="list-style-type: none"> Identifies actors and actresses for roles in theatrical productions and auditions them Provides a list of performers to be auditioned to the production's producer, director and playwright after reading the script Makes decisions regarding who to keep and informs the final decision, which is made by the producer, playwright and director 	<ul style="list-style-type: none"> Strong verbal communication skills Time management Expansive industry contacts Organization skills Solid, informed judgment 	Field Experience	\$25,600 - \$33,800
Choreographer	<ul style="list-style-type: none"> Creates the dance steps used in theatrical productions 	<ul style="list-style-type: none"> Dance experience Theatre experience Understanding of human physiology 	Years of dance and choreography experience	\$14,000 - \$58,000
Company Manager	<ul style="list-style-type: none"> Oversees the operations and day to day activities of a theatre production Oversees record keeping, ticket sales and payroll Keeps production running smoothly Documents weekly cash flow 	<ul style="list-style-type: none"> Organization skills Management skills Bookkeeping Records Management Accounting Vast theatre knowledge Strong verbal and written communicator 	College/advanced degree Professional experience	\$500 - \$1500 per show

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Costume Designer	<ul style="list-style-type: none"> Develops and creates costume designs for clothing worn in theatrical productions At times, locates 'off the rack' clothing that fits into the production 	<ul style="list-style-type: none"> Sewing Clothing construction Art/Design Time management Theatre knowledge Strong researcher Understanding of history and the styles of different times 	Sewing and clothing design experience	\$500 - \$150,000 per production
Development Director	<ul style="list-style-type: none"> Responsible for the development of financial support for an arts organization including grants, membership/subscribers, capital programs, fundraising events and donor relations 	<ul style="list-style-type: none"> Budgeting Accounting Fundraising Sales Strong communicator Innovative thinker Event planning 	Professional experience	\$82,000 average
Director	<ul style="list-style-type: none"> Conducts auditions and selects cast members Conducts rehearsals Oversees entire production process – from performers and musicians to designers and box office personnel. Works to maintain cohesiveness between all the different members of the production team Uses their artistic knowledge to elicit the best possible performance from the production team 	<ul style="list-style-type: none"> Extensive artistic vision and creative skills Leadership skills Excellent communication and interpersonal skills Extensive understanding of the entire process, from both technical and creative points of view 	Field Experience	\$2500 - \$8000 per 3-4 week show or up to \$100,000 plus royalties for Broadway shows
Drama Therapist	<ul style="list-style-type: none"> Uses the creative process inherent in drama to conduct individual or group sessions to determine the underlying causes of problems and help patients achieve therapeutic goals 	<ul style="list-style-type: none"> Knowledge of human behavioral patterns and brain functions Innovative thinking Acting Movement Voice 	College Professional experience	\$20,000 - \$50,000
Dramaturg	<ul style="list-style-type: none"> Works closely with playwrights and production teams as a consultant to present an accurate theatrical staging of a historic or a literary work 	<ul style="list-style-type: none"> Must have an in-depth knowledge of historic periods, language, literature, speech patterns and cues 	College/advanced degree in history	Varies
Educator/Teacher	<ul style="list-style-type: none"> Instructs students in various subject matters Utilizing various lecture and demonstration methods Uses audio-visual aids and other supplemental materials in presentations 	<ul style="list-style-type: none"> Familiarity with standard concepts, practice and procedure within particular field 	College degree 2-4 yr. of field experience	Varies
Education Director	<ul style="list-style-type: none"> Responsible for supervising, developing and coordinating educational programs at an arts institution May write educational materials, design educational exhibits, and work with schools and the community 	<ul style="list-style-type: none"> Organization skills Event planning Strong verbal and written communication Management skills Lesson planning Writing 	College/advanced degree Professional experience	\$37,000 - \$60,000

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Executive Director	<ul style="list-style-type: none"> Provides leadership for an art institution Responsible for policy making, long-range planning, staffing, overseeing funding May be responsible for financial management 	<ul style="list-style-type: none"> Management skills Organization skills Time management Artistic vision Strong verbal and written communication Strong knowledge of institution's history and policy 	College/advanced degree Vast professional experience	\$50,000 - \$450,000 depending on the size and budget of the institution
Fight Director	<ul style="list-style-type: none"> Creates choreographed scenes of stage violence with swords, guns or hand-to-hand combat 	<ul style="list-style-type: none"> Movement Weapons Combat styles and their history Acting Safety procedures 	Field experience	Varies
House Manager	<ul style="list-style-type: none"> Responsible for the upkeep of the theatre Must be present whenever anyone else is in the theatre Is in charge of the ushers, extra stagehands that are hired to move sets into and out of the theatre and upholding fire and safety laws Responsible for interacting with ticket holders (audience), addressing any questions or complaints that may arise 	<ul style="list-style-type: none"> Housekeeping Management People person Strong verbal communicator Management Time management Knowledge of building codes and fire safety laws and procedures 	Field Experience	Varies
Lighting Designer	<ul style="list-style-type: none"> Oversees all aspects of lighting for a theatrical production This person creates the stage lighting by determining the necessary equipment, charting light boards, and mapping out light placement 	<ul style="list-style-type: none"> Knowledge of available technology, it's need and limitations Art/Design Technical theatre 	College Field Experience	\$500 - \$150,000 per production
Literary Manager	<ul style="list-style-type: none"> Reads scripts and suggests revisions Market's writers' work to producers and publishers Negotiates contracts for playwrights as well as other writers 	<ul style="list-style-type: none"> Vast knowledge of literature as well as the publishing and dramatic industries Sharp negotiator Strong communicator Confidentiality 	College Professional Experience	\$18,000 - \$500,000
Managing Director	<ul style="list-style-type: none"> Responsible for the financial well being of a theatre company In charge of the budget, employee payroll, and other fiscal matters 	<ul style="list-style-type: none"> Accounting Bookkeeping Budgeting Math and statistics Computer skills Confidentiality 	College/advanced degree	\$40,000
Marketing Director	<ul style="list-style-type: none"> Oversees all of a particular production or theatre company's marketing, promotion, publicity, advertising, and direct sales (if called for) 	<ul style="list-style-type: none"> PR/Marketing Computer skills Strong Communicator Time Management Organizational skills Management skills 	College/advanced Degree Professional experience	\$35,000 - \$90,000 and up
Master Electrician	<ul style="list-style-type: none"> Oversees all connections and marks the circuits for both sound and lighting effects 	<ul style="list-style-type: none"> Electric Technologies Circuitry 	Technical School Apprenticeship	Varies

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Personal Manager	<ul style="list-style-type: none"> Represents one or more clients (actors/actresses), overseeing all aspects of the clients' careers Advises client on all business decisions and many creative decisions 	<ul style="list-style-type: none"> Solid judgment Up-to-date knowledge of the theatrical industry Strong networking skills Organization skills Persuasive negotiator High integrity Resourceful 	No formal education required	Generally 10% to 50% of a client's earnings, but can vary widely
Play Publisher	<ul style="list-style-type: none"> Takes care of the business of promotion, exploitation and administration of a play Finds artists to write a play Issues licenses, collects monies, and pays the writer 	<ul style="list-style-type: none"> Management skills Time management Sharp negotiator Public relations Research Strong and clear verbal and written communication Knowledge of industry 	College/advanced degree Professional experience	Varies
Playwright	<ul style="list-style-type: none"> Writes scripts for plays such as dramas, musicals, thrillers, tragedies, mysteries and comedies Writes both dialogue and stage directions for a dramatic work Responsible for revisions at director's and producer's request 	<ul style="list-style-type: none"> Dramatic vision Writing Understanding of communication styles and human interaction 	College Amateur and professional experience	Varies
Production Manager	<ul style="list-style-type: none"> An administrator in charge of business and production details for a play or film Arranges schedules and budgets for all elements of a production, including staff, crew and cast 	<ul style="list-style-type: none"> Organization skills Management skills Time management Knowledge of theatre production and industry Budgeting Bookkeeping 	College Field experience	Varies
Property Designer	<ul style="list-style-type: none"> Plans and supervises the production of pieces needed for theatrical productions (from palm trees and antique sofas to masks or paws of an animal) 	<ul style="list-style-type: none"> Art/Design Resourcefulness Technical theatre Carpentry 	Field experience	Varies
Properties Master	<ul style="list-style-type: none"> Is in charge of all company property Responsible for the security and condition of such Responsible for the set once it is up and dressed and during the actual performance 	<ul style="list-style-type: none"> Organization skills Management Memorization of script and blocking of each production Great timing 	Field experience	Varies
Publicist	<ul style="list-style-type: none"> Handles all relations with the media necessary for a theatrical production and the actors/actresses in it Contracts with all relevant publications to help spread the word about a particular show Prime objective is to make the public aware of a theatrical production 	<ul style="list-style-type: none"> Public Relations Writing Strong verbal and written communicator Sharp negotiator 	College Field experience	Varies
Resident Producer	<ul style="list-style-type: none"> Decides the size, content and budget of the production for a particular venue Selects plays or scripts for venue Arranges finances for venue 	<ul style="list-style-type: none"> Solid judgment Accounting Budgeting Understanding of local and regional preferences Management skills Organization skills 	College/advanced degree Professional experience	Varies

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Scenic Designer	<ul style="list-style-type: none"> Creates the set designs for theatrical productions and helps conceptualize the ideas necessary for sets Works with the director, lighting designer, and one or more assistants to produce a variety of effects using backdrops, props and lighting Formulates the look of the show 	<ul style="list-style-type: none"> Art/design Technical theatre Carpentry Construction Management skills Organization skills Time management 	<ul style="list-style-type: none"> Technical school Apprenticeships Field experience 	\$29,500 - \$43,700
Sound Designer	<ul style="list-style-type: none"> Designs the sound system and handles all sound responsibilities for a theatre production Designs the sound effects, determines the sound mix along with blending and amplifying the sound 	<ul style="list-style-type: none"> Design Excellent hearing Technical theatre Knowledgeable in sound science and technologies 	<ul style="list-style-type: none"> Technical school Apprenticeships Field experience 	\$110 - \$330 and up per week
Sound Technician	<ul style="list-style-type: none"> Makes sure that the audience can hear the dialogue and sound effects during a theatrical production. Plays the sound effects, amplifies the sound, as well as blends and mixes the sound 	<ul style="list-style-type: none"> Excellent hearing Excellent timing Excellent note taking Troubleshooting 	<ul style="list-style-type: none"> Field experience 	\$350 - \$2000 per week
Stage Manager	<ul style="list-style-type: none"> Acts as the director's representative Schedules rehearsals, updates scripts blocks shows, calls cues, and handles paperwork Acts as a liaison between the cast and crew and the management. Larger more prestigious or elaborate shows may require assistant stage managers 	<ul style="list-style-type: none"> Time management Management Attention to detail Note taking Strong verbal and written communicator Organization skills Knowledge of theatre 	<ul style="list-style-type: none"> Field experience 	\$350 - \$1,865 and up per week
Theatre Professor	<ul style="list-style-type: none"> Teaches college/university courses in the performing arts and theatre. May specialize in scenic design, acting, scriptwriting, drama, movement, staging and music 	<ul style="list-style-type: none"> Teaching Organization skills Mentoring Writing Command of specialization Resourcefulness 	<ul style="list-style-type: none"> College/advanced degree Professional experience 	\$24,000 - \$65,000 and up per year
Theatre Critic	<ul style="list-style-type: none"> Writes and prepares reviews of plays and other theatrical productions for publications, newspapers, or television 	<ul style="list-style-type: none"> Writing Strong, informed opinion Time management 	<ul style="list-style-type: none"> College/advanced degree Solid professional background 	\$15,000 - \$1,000,000 and up per year
Usher	<ul style="list-style-type: none"> Hands out programs Assists patrons to their seats in a theatre, hall, arena, or performing arts center Directs patrons to restrooms, telephones and refreshments May also handle complaints or settle disputes between patrons 	<ul style="list-style-type: none"> Friendly, respectful demeanor Conflict resolution skills Problem solving skills 	<ul style="list-style-type: none"> No formal education required 	\$11,900 - \$17,700
Wardrobe Supervisor	<ul style="list-style-type: none"> Maintains all costumes once the play opens Makes sure that costumes are adjusted to fit stand-ins, are in top condition for each performance, and along with assistants packs, unpacks, repairs, puts the costumes in the dressing rooms, and assists the actors and actresses into costumes 	<ul style="list-style-type: none"> Garment care Sewing/Tailoring Organization skills Time management Note taking 	<ul style="list-style-type: none"> Field experience 	\$30,000 - \$55,000 for full time employment