

Section I - Job Identification	
Job Title:	Stage Manager
Employee Status:	Full-Time
Reports To (Job Title):	Lighting Director, Production Manager, Artistic Director, Executive Director

Section II - Job Purpose, Scope & Responsibilities	
<p>Charlotte Ballet is seeking a Master Electrician for the 2018- 2019 season in Charlotte, NC. Charlotte Ballet, led by Artistic Director Hope Muir, is known for its strong dancers and versatile repertoire, ranging from classical ballet like Nutcracker, to bold, contemporary works. The company of 28 professional dancers annually present six performance series in Charlotte spanning from October to May. With an international roster of choreographers, Charlotte Ballet is focus on bringing new works to Charlotte and the rest of the world. Strong candidates for Master Electrician would thrive in a fast pace environment, would be highly adaptable, and can work independently while maintaining a high level of artistic integrity and quality.</p> <p>Please note: This position requires significant work time during evenings, weekends and some holidays</p>	
Job Duties and Responsibilities	<ul style="list-style-type: none"> • In collaboration with the Lighting Director, work to recreate lighting designs for Charlotte Ballet rep work. • Assist the Lighting Director with creating and maintaining specific lighting paperwork. Including but not limited to: updated rep lighting plots, channel hook ups, focus charts, etc. • Assist the Lighting Director with archiving all lighting information for each Charlotte Ballet show. • Assist the Lighting Director and Production Manager with procuring all expendable and rental lighting equipment, including but not limited to: color, templates, conventional and mover instruments, atmospherics. • Supervises the check in, use and check out of all rental and Charlotte Ballet equipment during shows. • In collaboration with the Lighting Director, Production Manager and Technical Director, supervise the electrician stage crew during load ins, technical rehearsals and load outs. • During performances, maintain the overall lighting quality of the show with tasks including but not limited to: channel check, focus check, gel change overs, etc. • In collaboration with the Production Manager, Resident Academy Lighting Designer and guest designers, maintain the Charlotte Ballet 701 N Tryon Studio Theatre lighting plot and equipment. • Function as Master Electrician and Light Board Operator for all company shows in the Charlotte Ballet 701 N Tryon Studio Theatre. • Other job duties as assigned.

Section III - Job Dimensions and Qualifications

Positions Supervised:	N/A
Education Level and Focus:	Preferred Associate or Bachelor degree in technical theatre or lighting design.
Years and Type of Related Experience Required:	Minimum of 3 years professional experience in similar capacity: lighting supervision/design in a repertory setting, preferable in dance.
Professional/Technical Competencies	<ul style="list-style-type: none">• Experience and high level of proficiency with ETC Ion Lighting Console, Lightwright, Vectorworks and Microsoft Office.• Experience with IATSE stagehands and contracts.• Demonstrate sound judgement and decision-making, showing a high degree of regard for artistic and technical standards and safety.• Establishes and maintains effective communication with Charlotte Ballet staff and BPAC venue staff.• Responds in a timely manner to Production team and BPAC venue staff with equipment and personnel requirements.• Strong interpersonal skills with the ability to work independently and with varied personalities individually, as well in team settings.• Manage multiple priorities and projects.• Work well under pressure while managing deadlines.• Lift boxes, equipment, ladders, etc. weighing at least 75 pounds.• Must have valid driver's license with proper insurance. <p>Additional Qualifications:</p> <ul style="list-style-type: none">• Experience working with QLab• Experience working with video systems• Experienced technician with conventional, moving and LED fixtures