

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

Section II - Job Purpose, Scope & Responsibilities	
<p>Charlotte Ballet is seeking a Stage Manager 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 Stage Manager would be enthusiastic and organized, with dance management experience.</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"> • Call all cues for performances and rehearsals in Charlotte and on tour. Performance series include the Charlotte Ballet company, Charlotte Ballet II, Charlotte Ballet Academy and Education & Community Engagement • Create, compile and archive paperwork for performances. Including but not limited to: artist technical and performance schedules, lighting and audio cue sheets, deck sheets and rail sheets. • Monitor contract rules and regulations for Dancers during stage rehearsals, performances and special events. • Maintain documentation for incident and injury reports of Charlotte Ballet Company and Charlotte Ballet II, with appropriate follow up with Artistic Director, Company Manager, Physical Therapists, Worker's Compensation.. • Assist Production Manager and Technical Director in supervising stage crew in execution of their rehearsal and performance duties. • Work with Charlotte Ballet staff in supporting the needs of the Charlotte Ballet Company, Charlotte Ballet II, Academy, Education & Community Engagement and special events departments. • Work with Production Manager to track and secure Music Rights. • Maintain CD and DVD library. • Work with the Assistant Stage Manager to manage all rehearsal needs, including rehearsal props, rehearsal music and the organization of the rehearsal studio. • Assist artistic staff in the studio with running of audio/video equipment as well as assist in creating track sheets for rehearsal playback. • Prepare rehearsal and performance reports as well as manage the call board at the studio and the theatre. • Assist the Production team with setting up and running special events in the Studio Theater. • Maintain safe working practices. • In collaboration with the Artistic Director, Production Manager and Company Manager, maintain and monitor budgets lines. • In collaboration with the Technical Director and Assistant Stage Manager, schedule and support all Education & Community Engagment and special event performances for Charlotte Ballet II. • Work with the Production Manager, Artistic Director, Company Manager and Executive Director to track and execute contract responsibilities for vendors, guest choreographers, guest designers and rentals. • Other job duties as assigned.

Section III - Job Dimensions and Qualifications

Positions Supervised:	N/A
Education Level and Focus:	Bachelor degree in Theatre or Dance
Years and Type of Related Experience Required:	Minimum of 2 years experience in stage management, preferably in dance. Experience with company management favorable.
Professional/Technical Competencies	<ul style="list-style-type: none">• Bachelor degree in Theatre or Dance• Minimum of 2 years' experience in stage management, preferably in dance. Experience with company management favorable.• Experience with IATSE stagehands and contracts• Effectively communicate, both orally and in writing• Strong interpersonal skills with the ability to work independently and with varied personalities individually, as well in team setting• Manage multiple priorities and projects• Work well under pressure while managing deadlines• Lift boxes, equipment, ladders, etc. weighing at least 50 pounds• Proficiency in MS Office Suite• Must have valid driver's license with proper insurance <p>Additional Qualifications:</p> <ul style="list-style-type: none">• Experience working with Audio Editing software, specifically QLab, Garage Band and Audacity• Experience working with Video Editing software, specifically QLab, iMovie and Final Cut X• Ability to read music