

Section I - Job Identification	
Job Title:	Stage Manager
Classification	Regular Full-Time – Exempt
Department:	Production
Reports To (Job Title):	Production Manager

Section II - Job Purpose, Scope & Responsibilities
<p>Job Purpose: Responsible for artistic aspects of professional productions as it relates to production coordination, personnel coordination, scheduling and contractual execution for both internal and external parties in compliance with the Employee Handbook, Artist Guidelines and IATSE contracts. Please note: This position requires significant work time during evenings, weekends and some holidays.</p>

Job Duties and Responsibilities:		
<i>Item #</i>	<i>% of Time</i>	<i>(Please list and prioritize the position's duties. Indicate the approximate percent of time for each item, including only those essential functions required to perform the job.)</i>
1.	20%	Create and compile all cue sheets (lights, audio, rail, automation, deck, etc). Call all cues for performances in Charlotte and on tour. Performance series include Charlotte Ballet I and II, Academy, Education and special events. Prepare rehearsal and performance reports, manage call board at studio and theatre. Demonstrate a specialist understanding of each production and be able to effectively communicate details to Artistic Leadership and outside Production contacts
2.	20%	Manage CB I & II dancer needs, including but not limited to: rehearsal and production schedules in consultation with Artistic Leadership, working conditions, overtime in consultation with Artistic Leadership. Create and generate weekly Stage Manager updates with information around guests, schedule changes, special events, etc. Meet with Dancer Reps as requested and communicate discussions with Artistic Leadership.
3.	15%	Create, compile and archive all necessary paperwork for performances. Including but not limited to: artistic, technical and performance schedules, lighting and audio cue sheets, deck sheets and rail sheets. Create and maintain all Qlab files for all assigned productions.
4.	15%	Assist Rehearsal Director with all rehearsal needs for CB I & CB II, including but not limited to: props, sets, wardrobe, music, spike marks, organization of the rehearsal studios. Attend and support rehearsals as assigned.
5.	10%	Monitor contract rules and regulations for dancers during stage rehearsals, performances and special events. Maintain documentation for incident and injury reports of Charlotte Ballet I and II company dancers, follow up with appropriate Charlotte Ballet staff and external contacts, including Worker's Compensation and medical staff.
6.	5%	Manage Artistic and Production budget lines as assigned.
7.	5%	Support choreographers, designers, dancers and musicians, as needed.
8.	5%	Support all staff with setting up running special events in the Center for Dance.
9.	5%	Other job duties as assigned.
	100%	

Section III - Job Dimensions and Qualifications	
Positions Supervised:	<i>(Indicate job title/s and number of incumbents in each job)</i> IATSE Stagehands, Production Department over-hire hands
Internal Contacts:	<i>(Indicate job title/s only)</i> Artistic Director, General Manager, Executive Director, Executive Assistant, Wardrobe and Costume Supervisors, Stage Managers, Conductors, Production Manager; Director of Development; Director of Marketing, Academy Director, Director of Finance, Company I&II Artists
External Contacts:	Designers, Vendors, IATSE, Choreographers, Patrons
Education Level and Focus:	Associate's or B/A (preferred) with focus on technical theatre
Years and Type of Related Experience Required:	Minimum 2 years experience in stage management. Dance stage management preferred.
Professional/Technical Competencies	<p>Clear communicator. Presents information effectively and clearly.</p> <p>Strong interpersonal skills with the ability to work independently and with varied personalities individually and in a team setting.</p> <p>Actively listens to concerns and problems, helps provide appropriate solutions. Follows up to ensure positive outcomes.</p> <p>Effectively manages time and resources.</p> <p>Demonstrates diplomacy and tact in all interactions.</p> <p>Builds rapport and develops effective, collaborative relationships.</p> <p>Faces difficult situations with tenacity.</p> <p>Communicates technical expectations and effectively delivers regular, specific, objective feedback to ensure excellent performances.</p> <p>Demonstrates sound management skills, including the ability to manage multiple projects simultaneously and meet deadlines.</p> <p>Proficiency in MS office suite and Vectorworks</p> <p>Must have valid driver's license</p> <p>Ability to drive a 26' truck, 16' Cargo Van</p>
Special Equipment Used:	Experience with Qlab, Garageband, Audacity, iMovie, Final Cut Pro. Experience with wide range of Audio/Visual equipment including but not limited to: CD players, DVD players, PC computers, Mac/Apple computers, analog sound boards, ETC Ion light boards, microphones, radios, projectors