



Charlotte Ballet
Artistic Operations

Job Description – Stage Manager

Celebrating 50 years, Charlotte Ballet is seeking a **Stage Manager** to help us fulfill the organization's mission of providing artistically excellent programming to diverse audiences of Charlotte, the Southeast region, and while on tour across the nation. The Stage Manager is responsible for artistic aspects of professional productions as they relate 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.

The Stage Manager will report to the Production Manager. The successful candidate must be able to communicate technical expectations and effectively deliver regular, specific, objective feedback to ensure excellent performances. In addition, the Stage Manager must demonstrate sound management skills, including the ability to manage multiple projects simultaneously and meet deadlines.

Charlotte Ballet is a Charlotte-based, world class repertory dance ensemble. It performs classic, contemporary, and cutting-edge dance with virtuosity, energy, and artistic excellence for local, statewide, and national audiences. Charlotte Ballet's collective talents provide the opportunity and give us the responsibility to challenge, stimulate, educate, entertain, and thereby enrich our audiences.

Due to current pandemic circumstances and acknowledging the highest care for our employees, students, patrons, and partners, Charlotte Ballet is requiring any successful candidates to be fully vaccinated against the COVID-19 virus. Candidates should be prepared to submit proof of vaccination upon hire, barring any valid medical or religious exemption from receiving the vaccine.

Job Description

- 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.
- 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.
- Assist Rehearsal Directors with all rehearsal needs for CBI & CBII, including but not limited to: props, sets, wardrobe, music, spike marks, organization of the rehearsal studios. Attend and support rehearsals as assigned.
- 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.
- Create and manage Google information forms for Company, Academy, and Reach productions.
- Support choreographers, designers, dancers and musicians, as needed.

- Support all staff with setting up and running special events in the Center for Dance as assigned.
- Provide Stage Management oversight for Lecture Demonstrations.
- Request and distribute archival videos from marketing and company videographer to dancers and staff.
- Provide support and coordination for Gala rehearsal space.
- Covid Test distribution and tracking
- Other job duties as assigned.

Education, Qualifications, and Competencies

- Associate's or B/A (preferred) with focus on technical theater
- Minimum 2 years' experience in stage management. Dance stage management preferred.
- Clear communicator. Presents information effectively and clearly.
- Strong interpersonal skills with the ability to work independently and with varied personalities individually and in a team setting.
- Actively listens to concerns and problems, helps provide appropriate solutions. Follows up to ensure positive outcomes.
- Effectively manages time and resources.
- Demonstrates diplomacy and tact in all interactions.
- Builds rapport and develops effective, collaborative relationships.
- Faces difficult situations with tenacity.
- Communicates technical expectations and effectively delivers regular, specific, objective feedback to ensure excellent performances.
- Demonstrates sound management skills, including the ability to manage multiple projects simultaneously and meet deadlines.
- Proficiency in MS office suite QLab (audio portion), and Vectorworks, and Lightwright
- Must have valid driver's license
- Ability to drive a 26' truck, 16' Cargo Van

FLSA Status/Classification

The Stage Manager will be considered Full-time and Exempt in status, based on seasonal contract subject to renewal at the conclusion of each Charlotte Ballet season.

Compensation and Benefits

- \$48,000 to \$52,000 annually, based on contract terms. Position is eligible for 7th day pay in excess of the stated salary when work is available and/or necessary.
- Benefits include: PTO, Sick Time, 403(b) Retirement Plan, Medical/Dental/Vision, Short/Long Term Disability, FSA

Charlotte Ballet is an Equal Opportunity Employer, and as such, we recognize our responsibility to embrace and promote Diversity, Equity, and Inclusion (DEI) throughout all aspects and levels of our organization including artistic programming, talent recruiting and retention, training, workplace culture, and community engagement.