

Tuesday, September 7, 2010

Parsons Dance Company Manager/Stage Manager

How to apply: Please submit a detailed resume, cover letter and three professional references via email to David Harrison, executive director, Parsons Dance, at info@parsonsdance.org. [► Share](#) | [Print](#) | [Download](#)

PARSONS DANCE Job Opportunity: Company Manager/Stage Manager (full-time, permanent)

PARSONS DANCE seeks a creative, dynamic and experienced performing arts professional to serve full-time in the combined capacity of Company Manager, Stage Manager and Wardrobe Supervisor.

PARSONS DANCE is committed to building new audiences for contemporary dance by creating American works of extraordinary artistry that are engaging and uplifting to audiences throughout the world. The company performs in New York and tours regionally, nationally and internationally. In addition to choreography and performance, Parsons Dance positively impacts children, students, and communities through student performances, lecture-demonstrations, master classes, post-show discussions and more. PARSONS DANCE has a company of ten full-time dancers and maintains a repertory of more than 70 works choreographed by David Parsons.

The Company Manager/Stage Manager is responsible for:

All advanced domestic and international tour logistics including international visas, schedules, itineraries, transportation, hotels, master classes, and hospitality for a group of 13-16 people;

Packing and shipping of company wardrobe and equipment;

Tour payroll planning; payment and per diem schedules prior to touring;

Tour management while on the road, including airport check-in, local transportation, local restaurants, and complementary tickets;

Onsite coordination with venue regarding production and company management needs;

Advance theater setup, local crew management, and calling show cues;

Preparation and maintenance of costumes on and off the road; and

Working closely with the production/lighting supervisor, rehearsal director, artistic director and administrative team.

Compensation: Competitive salary commensurate with skills and experience + 100% employer-paid medical and dental benefits. Frequent domestic and international travel.

Hours: Flexible and including evenings, weekends and holidays as needed.

Required skills: Successful prior professional experience in stage management; creative problem solving skills, flexibility, diplomacy, a terrific sense of humor and a "can-do" attitude.

Desired skills: Successful prior professional experience in company management and wardrobe supervision; extensive prior touring experience and a desire to travel.

Position is available immediately (as of 9/7/2010) and is open until filled.

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