

Wednesday, June 7, 2017

Stage Manager

Company: Dance Theatre of Harlem

Location: New York, NY

Compensation: Compensation: Commensurate with experience and educational background, paid on a bi-weekly basis.

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Dance Theatre of Harlem (DTH), established in 1969, is an institution rooted in diversity that celebrates and utilizes classical ballet and other dance forms to inspire as well as to effect change. Through its school, touring company and arts education programs, young people in the New York metropolitan area, across the country and around the world are exposed to the power of art to create a brighter future.

The Stage Manager is a non-union position. Reporting to the Company Manager, the Stage Manager is responsible for overseeing and executing, as necessary, all production needs for the Dance Theatre of Harlem. Specific tasks include but are not limited to:

Essential Functions

Call all DTH Company performances including lecture demonstrations, educational events and special events as needed.
 Create and maintain Stage Manager call sheets and production notes and materials as needed for the proper documentation for the run of DTH ballets.
 Participate in production meetings and phone conferences as needed.
 Coordinate with the Production Manager and Tour Staff to plan/recommend theatre schedules (load-in, load-out, stage and rehearsal times, etc.) based on theatre requirements and contractual stipulations.
 Assist Production Manager/Lighting Supervisor, as needed, during load-in and focus.
 Assist Production Manager/Lighting Supervisor in supervision and direction of local union, nonunion and/or student crews, in each venue, for all load-ins, performances, and load-outs.
 In coordination with the Production Manager/Lighting Supervisor and Ballet Master ensure stage is properly spiked for each performance.
 Assign dressing rooms, prepare callboard at each venue and coordinate production specific paperwork as needed.
 Assist DTH Artistic Staff and Company Manager as necessary with VIP and backstage functions.
 Have a working knowledge of IATSE rules and regulations.
 Assist in maintaining and enforcing Company policies and directives of the Artistic Staff regarding professional behavior for all dancers in the theatre.
 Coordinate the dissemination of show specific information to the Company.
 Prepare and maintain a safe and clean rehearsal and office environment for Dancers, Production and Artistic staff.

In coordination with the Artistic Director and Ballet Masters assist, facilitate, and document the rehearsal process for all existing repertory and new ballets.
 Assist in the movement, transfer, and storage of all DTH production equipment and supplies as needed.
 Maintain stock of rehearsal/performance supplies and materials, i.e. rosin, spike tape, flashlights, first aid supplies, etc.
 Knowledge of Q lab a plus
 International touring experience required
 Other related work as required.

Required Skills

Bachelor's Degree in related field.
 4-5 years professional experience.
 Strong organizational, leadership and staffing skills.

Comprehensive working knowledge and understanding of IATSE work rules and regulations.
Excellent communication skills, written, oral and visual.
Working knowledge of all aspects of dance and technical production.
Ability to work productively and meet deadlines in an environment of change.
Ability to work independently and as part of a team.
Work well under pressure with ability to maintain composure and diplomacy.
Possess a valid driver's license and ability to drive a variety of vehicles including passenger vehicles, vans and small trucks not to exceed 14'..
Eligible to work in USA.
Possess a valid US Passport.

Terms and Conditions

Seasonal Employment.
For all tour engagements, per diem will be paid.
Benefits: Statutory only.
Travel: 80%.

Please email a brief cover letter and resume to "dthsearch@dancetheatreofharlem.org." In the subject line of the email please write: "Stage Manager Search - Last name, First Name."

Dance Theatre of Harlem is an equal opportunity Employer.

Dance Theatre of Harlem
466 West 152nd Street
New York, NY, 10031
212-690-2800
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For more information:
Human Resources: Stage Manager Search
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[< back](#)

[previous listing](#) • [next listing](#)