

Monday, July 11, 2016

Dance Competition Stage Manager

Company: Dance Champs Elite

Compensation: Commensurate with Experience

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WHERE THE *Elite* COMPETE TO BE *Crowned* CHAMPIONS

DANCE CHAMPS ELITE, is an Event Management company, based in Central Jersey, producing Dance Competitions with a Royal Theme. We are currently seeking a professional with extensive Dance Competition Management experience and extensive knowledge of the Dance Industry to join our team in producing one of a kind events throughout the North East area! This is a career opportunity to get in on the ground floor and assist us in making an impact within the Dance Competition arena!

If you enjoy being around dancers and directors and running a show to ensure everything runs smoothly and on time, then this is a golden opportunity for you! Our stage manager is the brains behind the operation. Running on time is one of the most important parts of running a good competition and this responsibility is all on the stage manager.

You will train assistant managers, coordinate the overall run of show, must be able make quick decisions and remain calm under all circumstances. Extensive communications skills and detail driven is a must for this position. If you are seeking an opportunity to take your Dance background to another level, then this is it!

Principle Duties & Responsibilities

- Primary liaison with studio teachers and performer
- Preparing dressing rooms/areas and backstage area each morning
- Posting daily schedule backstage for performers
- Organizing move-in and move-out of entertainers
- Assigning dressing rooms/areas to performers & posting studio name signs
- Check-in performances as they arrive backstage and confirm cues/props (150-200 performances per day)
- Assist teachers with scheduling conflicts and props.
- Manage any prop 'load-ins' or set-up with studio teachers
- Communicate all scheduling changes to the Music Manager/Production and other Teachers
- Overseeing and keeping order in the backstage and the audience area
- Observing each performance act, keep on schedule, ensuring that every group keeps to their timeframes.
- Tracks down dancers who are ready to perform.
- Being in constant communication with the FOH Manager, Music Production Department and Emcee
- Maintaining stage and checking supplies
- Reporting any stage issues to the FOH Manager & Music Production Department
- Collecting any unused credentials from the performers and submitting them to the FOH Manager
- Submitting a written evaluation of each competition and experience as the Stage Manager to be used for future planning
- Keep the backstage area organized, calm, and friendly
- Help Awards Manager when required
- Nationals July event (when applicable): aid with the various activities planned for the dancers
- Aid in the take-down of each event and the loading of the truck

What We're Looking For

- Previous experience as a backstage manager and/or working at dance competitions
- Extensive Dance history
- Must be high energy, engaging personality, extremely friendly and approachable. Must work n well with others and all personality types.
- Enjoy working with youth age 5yrs - 18yrs
- Work well under pressure and in a fast paced environment while demonstrating flexibility.
- Possess strong management skills, organizational skills, and communication skills
- Must be able to multi-task and work independently
- Ability to learn simple dance routines for the Awards ceremony
- Must be able to remain collected and energetic over long hours (6:00am - 11pm)
- Must take pride in your work

- Enjoy working in a high-volume, fast-paced, guest-service oriented environment
 - Will share hotel room with other staff members of the same sex
 - A drivers license is an asset
 - The ideal candidate should have a performing arts background with experience in stage managing, although all applicants will be considered
 - Must be an efficient time-manager
 - Must be well organized
 - Must have strong communication skills
 - Applicants must be comfortable interacting with a multitude of individuals in a community-based setting
 - Must be able to troubleshoot situations without delay and act accordingly
 - Friendly and outgoing individual
 - Applicants must be in good physical condition and capable of performing the requirements involved, which may include helping to move- in/ move-out acts
 - Must be able to lift approximately 30 lbs.
 - Must have reliable transportation
 - Must be available to work set schedule during the entirety of DCE Competition Schedule (TBD)
- Must be able to work 10+ hours a day every day of the Competitions

Position Description

Dance Champs Elite, a Dance Competition company based in Central New Jersey, producing one-of-a kind competitive dance events throughout the North East. We are currently seeking a Competition Director/Stage Manager for our upcoming events. Candidates should have previous Dance Competition Management experience, excellent Communication Skills and be extremely Detailed Oriented.

The individual will need to begin consulting on upcoming events immediately, should have a good database of dance professionals for event day staffing, however, actual competitions do not begin until the 2017 dance competition season.

Dance Champs Elite
www.dancechamps.net

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