JOB DESCRIPTION

Organization: Kansas City Ballet
Title: Production Stage Manager
Reports to: Director of Production
Salary range: $40,000 - $50,000
Classification: Full time seasonal, exempt. 43 consecutive weeks
Start date: July 31, 2023

ORGANIZATION DESCRIPTION
Kansas City Ballet is a 30-member professional ballet company under the direction of Artistic Director Devon Carney and current Executive Director Jeffrey J. Bentley. David Gray will assume this role July 1, 2023. Our professional company, the second company (comprised of KCB II and Trainees), professional dance school, and many community programs, seek to nurture and develop our artists, audiences, and students in the values inherent in the creativity, diversity, and joy of dance.

Vision: Outstanding dance experiences accessible to all.
Mission: To inspire and engage through the beauty, power, and passion of dance.

Kansas City Ballet is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.

POSITION DESCRIPTION
The Production Stage Manager (PSM) is an integral part of the Production Department and interacts with all other departments within the organization. The PSM supports multiple members of both the Production and Artistic Staff to ensure the safe and efficient running of both day-to-day operations and performance-related duties. This includes and is not limited to assisting with daily logistical matters related to artistic and administrative staff, company members, second company members, student performers and guest artists.

Regular office hours are 10:00am – 6:00pm, Tuesday through Saturday.
Flexibility is required as the work schedule days and hours shift depending on theatre schedule and other special events.

The responsibilities and duties listed below are not meant to be a comprehensive list, but rather an overview and are subject to change without notice.

POSITION BENEFITS
- Employer sponsored health care plan. KCB covers 100% of employee premium.
- Dental coverage - employee paid
- FSA and HRA plans
- 403B Retirement plan
- Generous PTO
PRIMARY RESPONSIBILITIES
- Call all performances for KCB both mainstage, studio and other special events as needed.
- Work closely with Artistic Staff to ensure that a high level of artistic integrity is maintained for all performances.
- Prepare and maintain all necessary run paperwork and performance reports for all productions.
- Supervise ASM and other support personnel related to performances and day to day operations.
- Organizing and producing Production Schedules for all performance series and special events in conjunction with Director of Production.
- Post and coordinate daily rehearsal schedule with Artistic Staff when needed.
- Ensure studios have spike marks related to upcoming productions and in the theatre.
- Provide materials (streaming, videos, music, props, costumes etc.) for daily rehearsals.
- Recording of rehearsals when needed by artistic staff.
- Attending studio rehearsals as needed by the artistic staff.
- Updating the season calendar when needed.
- Attend production meetings and provide meeting notes.
- Assist with the archiving of all rehearsal videos.
- Coordinate auditions and information for children involved in KCB productions with assistance from ASM and others.
- Assuring compliance with all AGMA rules as per Kansas City Ballet Artists Agreement.
- Special Events may include but are not limited to
  - Kansas City Ballet’s annual Ballet Ball and Patron Dinner
  - Second Company performances and community events
  - KCB School end of year performance

QUALIFICATIONS:
- BFA, BA, MFA in Theatre with Stage Management emphasis.
- 3-5 years stage management experience with a professional performing arts organization
- Ability to read or follow a musical score.
- Excellent communication skills.
- Attention to detail with the ability to manage multiple tasks.
- Organize and communicate information clearly and efficiently.
- Ability to work independently and as part of a team.
- Demonstrate strong analytical skills and face demanding situations with tenacity, sensitivity and patience.
- Ability to work extended hours over multiple days.
- Ability to remain in a stationary position, traverse for extended periods of time, lift or move items up to 50 lbs.
- Proficient computer skills, Mac and PC formats, Microsoft Office Suite, Google Suite, Airtable
- Knowledge of basic sound and video editing.
- All employees of KCB are subject to background check.

Kansas City Ballet is an equal opportunity employer committed to a diverse, multicultural work environment. Send cover letter and resume to Amy Taylor, Director of Production - ataylor@kcballet.org. No phone calls please.