



DEVON CARNEY  
ARTISTIC DIRECTOR

**POSITION TITLE:** Assistant Stage Manager

**DEPARTMENT:** Production

**REPORTS TO:** Director of Production

**COMPENSATION:** Commensurate with experience

**CLASSIFICATION:** Full-time season, hourly/non-exempt

**TERM:** Up to 42 weeks. Mid-August start date

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#### **ABOUT KANSAS CITY BALLET:**

**MISSION:** To Inspire and Engage Through the Beauty, Power & Passion of Dance

**VISION:** Outstanding Dance Experiences Accessible to All

Founded in 1957, Kansas City Ballet is a 30+ member professional ballet company under the direction of Artistic Director Devon Carney and Executive Director David Gray. Kansas City Ballet is a resident company at the world-class Kauffman Center for the Performing Arts, and each season features an eclectic repertory including traditional classics and exciting contemporary dances. Our professional company, the second company (comprised of KCB II and Trainees), professional dance school, and partnership programs, seek to nurture and develop our artists, audiences, and students in the values inherent in the creativity, diversity, and joy of dance. Kansas City Ballet reaches more than 20,000 students and adults each year through our many community partnerships and education programs for all ages. The Kansas City Ballet School offers professional dance training for the career-minded student as well as for those simply seeking a healthy lifestyle for over 2,000 students each year in two locations: the Todd Bolender Center for Dance & Creativity in downtown and our South Campus at Meadowbrook in Prairie Village, KS.

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**About the role:** The Assistant Stage Manager (ASM) is an integral part of the Production Department and interacts with all departments within the organization. The ASM supports multiple members of both the Production and Artistic Staff to ensure the safe and efficient running of both day to day and performance related tasks. This includes and is not limited to assisting with daily logistical matters related to staff, company dancers, second company dancers, student performers and guest artists.

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

**PRIMARY RESPONSIBILITIES:**

- Assist the stage manager with day-to-day operations e.g., preparation of rehearsals and performances spaces for the needs of artistic staff and dancers.
- Assist with the production and distribution of show paperwork
- Run the deck during tech rehearsals and performances.
- Coordinate and supervise Student's Stage Managers for The Nutcracker and other productions where students are involved. Participate in student supervision duties, student auditions and rehearsals as needed.
- Being prepared to call performances or special events as needed by the Stage Manager.
- Assist the Artistic Director with the coordination of company auditions.
- Assist the Chief Operating Officer with guest travel and season calendar preparation.
- Video recording of rehearsals and distribution of footage as needed by the Artistic Staff.
- Attend Production meetings.
- Other duties and projects assigned by the Director of Production.
- Special Events may include
  - Kansas City Ballet's annual Ballet Ball and Patron Dinner
  - Second Company performances and community events
  - KCB School end of year performance

**Qualifications:**

- Bachelor's degree from an accredited college or university in theatre, or an equivalent combination of professional experience.
- Ability to read or follow a musical score is preferred.
- Excellent communication skills.
- Attention to detail with the ability to manage multiple tasks.

- Organize and communicate information clearly.
  - Ability to work independently and as part of a team.
  - Demonstrate strong analytical skills and face demanding situations with tenacity and sensitivity.
  - Ability to remain in a stationary position, traverse for extended periods of time, lift or move items up to 50 lb.
  - Proficient computer skills, Microsoft Office Products, Google Products.
  - Knowledge of, or willingness to learn, basic software and music editing software.
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#### **HOW TO APPLY:**

Interested candidates should send a cover letter and resume to:

**Amy Taylor** at [ataylor@kcballet.org](mailto:ataylor@kcballet.org)

Kansas City Ballet

500 West Pershing Road

Kansas City, MO 64108

Position is open until filled.

*Kansas City Ballet is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, religion, national origin, sexual preference, age, non-job-related disability or marital status.*

[kcballet.org](http://kcballet.org)