



PRODUCTION STAGE MANAGER

Job Description

Status: Full time, Exempt

Established in 1969, Dance Theatre of Harlem is a multicultural dance institution with an extraordinary legacy of providing opportunities for creative expression and artistic excellence. DTH carries a solid commitment toward enriching the lives of young people and adults around the world through the arts. The DTH Company tours an average of 15-20 weeks per year across the U.S. and abroad.

Reporting to the Senior Director of Artistic Planning (SDAP) and Artistic Director (AD), the Production Stage Manager oversees Company Production and is responsible for the planning and oversight of all aspects of technical production including lighting, sound, costuming, and scenic elements. This is a non-union position.

Touring + Performances

- Supervise all aspects of technical production for DTH Company including lighting, sound, costuming, and scenic elements.
- Call all DTH Company performances including educational performances and special events.
- Advance production logistics for all DTH Company performances and, as needed, community outreach activities.
- Determine theater production schedules, including load-in, load-out, stage and rehearsal times, based on theater requirements and contractual stipulations.
- Maintain venue technical information for all DTH performances.
- Supervise and direct local venue crews, during all load-ins, shows, and load-outs.
- Create and maintain Stage Manager production call sheets, notes and materials for proper documentation for the run of DTH ballets.
- Disseminate production information to Company staff for each engagement.
- Ensure preparation of rehearsal studio space for Company class & rehearsals, in collaboration with Rehearsal Director.
- Manage stock of rehearsal/performance production consumables, including but not limited to: scripts, spike tape, flashlights, and first aid supplies.
- Coordinate the transfer and storage of all DTH production equipment and supplies.
- Maintain a safe physical work environment at all times for Company Artists and production crew at all venues and rehearsal spaces.
- Ensure that production design integrity is maintained for all ballets across all engagements, in consultation with AD.
- Assist with production of DTH School performances, as needed.
- Maintain a working knowledge of IATSE rules and regulations.
- Perform other related tasks as requested by SDAP or AD.

Administrative

- Develop production timelines for the mounting of ballets, in consultation with SDAP, and establish deadlines for production deliverables.
- Draft production budgets, manage expenses, and facilitate payments to vendors.
- Communicate with creative designers to ensure that production designs adhere to DTH-approved budgetary and technical parameters.
- Schedule and lead all Company Production meetings.
- Oversee and train all Production staff.
- Determine Production staff work weeks, in consultation with AD and SDAP.
- Approve and submit payroll timecards for Production staff.
- Maintain relationships with production-related vendors.

Qualifications

- Bachelor's Degree in related field preferred
- 5 years professional experience in a similar position with supervisory responsibilities
- International stage production touring experience a plus
- Working knowledge of all aspects of dance and technical production
- Strong organizational, leadership, and relationship-building skills
- Ability to meet deadlines and problem solve in a highly dynamic environment of artistic creation and live performance
- Working knowledge of IATSE and AGMA work rules and regulations
- Excellent written and verbal communication skills
- Possess a valid driver's license
- Possess a valid passport
- Ability to perform physical activities of climbing, ascending or descending stairs, poles and the like using feet and legs, hands and arms, balancing body, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing/pulling using upper extremities, occasional lifting or moving equipment up to 20 kgs., finger grasping, feeling, talking, hearing
- Visual acuity to make general observations of structures
- Eligibility to work in USA

Terms and Conditions

- Status: Full time, Exempt
- Compensation: Salary range from \$1,250 to \$1,635 weekly commensurate with experience and educational background, paid on a bi-weekly basis
- Per Diem: Paid for all touring engagements
- Benefits: Medical, Dental, Vision, Life, LTD, 401K, transit
- Travel: 80%.

Dance Theatre of Harlem is an equal opportunity employer.

To apply, please send resume and cover letter to humanresources@dancetheatreofharlem.org. Put the job title "Production Stage Manager" in the subject line.