

# TBT

## TEXAS BALLET THEATER

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Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Performing Arts

Position Title: Production Stage Manager, Full Time Exempt

Reports To: Production Director

Location: Fort Worth and Dallas

### Organization Overview

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as a resident company for leading performance venues in Dallas and Fort Worth –Winspear Opera House and Bass Performance Hall. Our internationally recognized Company is built on a rich 60-year history and boasts a repertoire that is creative, artistically expressive, and collaborative.

Texas Ballet Theater is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Texas Ballet Theater is committed to equality and social justice. We commit to a safe space for LGBTQ Communities.

### What We Have to Offer You

- Benefit package which includes health insurance, time off benefits and matching 403B (within allowable limits).
- A respected and successful company.
- Being a part of the arts while investing in the Fort Worth and Dallas communities.
- A leadership team dedicated to students and dancers, and to achieving the mission.
- This position is exempt.
- TBT has a vaccine mandate; safety is a priority.

### About Your Manager

- Report to the Production Director
- Task driven, with expectation of a quick turnaround
- Balance between two leadership styles (analytical/urgent versus a people-oriented work style)
- Consensus-based management style to promote team-building and accountability

### Department Description

Under the supervision of the Director of Production, this department is responsible for all aspects of physical production at Texas Ballet Theater. From original concept to stage, TBT Production works with Artistic Director and Staff to realize the artistic vision for each program; creating and implementing budgets for each program, and communicating accordingly to designers, artisans, stage crew, venues and logistics. In addition to pre/post-production

planning and archiving, the Production Stage Manager will be responsible for providing rehearsal support to Artistic Staff in preparation for each theater residency, as well as calling cues for each performance.

The Production Stage Manager will be instrumental in shaping the TBT backstage environment through the creation and implementation of clear and transparent policies and procedures.

### **Essential Responsibilities**

- Call all score and movement-based cues for performances and rehearsals, both at home and on tour.
- Monitor contract regulations for Stage Crew and Orchestra during rehearsals and performances.
- Assist Production Director in supervising production staff and stage crew in the execution of their rehearsal and performance duties.
- Compile and revise "show books" and other performance paperwork; including running cue synopsis and department specific cue sheets for all TBT repertoire.
- Organize provision of props and audio/visual equipment for studio and/or stage rehearsals.
- Record music and video for rehearsal. Record and edit tapes for promotional purposes.
- Provide production support for promotional or archival events.
- Prepare dressing room assignment lists, company sign in sheets, callboard, room tags, and performance notices.
- Provide Company Manager with relevant information for dancers.
- With Production Director, organize crew calls for stage labor for each production from relevant local.

### **Additional Duties**

- After performances, make sure all is prepared and ready for class the next day.
- Coordinate archival video of select rehearsals and/or performances for archival library.
- Edit recordings for use in individual ballets
  - edit to specifications of choreographer or artistic staff.
  - prepare rehearsal CD's for each ballet.
  - finalize tempos of recorded music with artistic staff and produce performance files.
- With Production Director, coordinate annual maintenance and necessary replacement of audio/video equipment.
- Arrive at the venue 1 hour before scheduled class time to make sure dressing room doors are unlocked, stage work lights are on and either piano or CD player is working for class.
- With Production Director, identify necessary refurbishment of TBT owned sets and costumes and recommend a plan of action.
- With Production Director, coordinate annual maintenance and necessary replacement of audio/video equipment.
- Production Stage Manager will support the development and nurture diversity and TBT's commitment to building an inclusive community that recognizes and values the inherent worth and dignity of every person, while fostering tolerance, sensitivity, understanding and mutual

respect. This individual will work collaboratively with multiple departments.

### **A successful Production Stage Manager will be:**

- Adaptable to change; able to develop and implement new procedures and policies; agile enough to take on new responsibilities.
- An initiative-taker.
- Maintain capacity to manage multiple projects with competing deadlines in a fast-paced, deadline-driven, detail-oriented environment.
- Excellent collaborator and communicator supporting effective communication.

- Able to manage and train a team to carry out established expectations.
- Excellent interpersonal and dispute resolution skills.
- Critical and analytical thinking skills; able to work creatively and solve problems.

### **Attributes Needed to Be Successful**

**Passion** - For the art form and a deep understanding of, or willingness to learn about, the Texas performing arts. A confident public speaker able to communicate arts effectively to a wide range of people, children, and families who are from communities traditionally underrepresented in arts programming.

**Leadership/Diplomacy and Resiliency** – The ability to inspire, build trust, and create a sense of purpose and direction while tactfully managing challenging, difficult, sensitive issues and overcoming setbacks. The ability to both lead and mentor, understanding and maximizing the team’s potential. The ability to work alongside people from different cultural and socioeconomic backgrounds, sharing responsibilities with team members to meet objectives.

**Business Acumen** – Strategic thinking around developing a budget; how the budget translates to storytelling, creative budgeting, and management. Ability to analyze and problem solve to remove budgeting obstacles. Ability to track expenses, measure expenses and budgets against KPI.

**Professional Accountability, People Skills and Appreciating others** –The willingness to accept responsibility for actions and results, reevaluate, and develop long-term relationships with people across the organization and throughout the community. Strong influencer and communicator, effective listener, respect different points of view and demonstrate a genuine concern and care to all people by providing support and recognition. Able to execute a vision and rally support within TBT and with community partners.

**Customer Focus** – The capacity to anticipate, meet, and frequently exceed customer and stakeholder needs (staff, board, artists, and consultants), wants, and expectations in a highly service-oriented environment.

**Planning and Organizing** - The acumen to use practical and efficient approaches in creating action plans that ensure work is effectively completed and desired outcomes are reached.

**Represent TBT with integrity, credibility, and curiosity.**

### **Qualifications for this Role**

The ideal candidate will have 5+ years leadership in experience in production, preferably within performing arts organizations of comparable size and scope; outstanding communication and team building skills; demonstrated understanding of production and dance studio operations.

**Letter of interest should include why you are seeking this position and outcomes you’ve achieved with similar positions and institutions.**