

Hiring Company Name: Texas Ballet Theater
Hiring Company Industry: Performing Arts
Position Title: Production Stage Manager, Full Time Exempt
Reports To: Director of Production
Location: Fort Worth and Dallas (In Person Only)

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 LGBTQIA 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 with a leadership team dedicated to students, dancers and achieving the mission.
- Being a part of the arts while investing in the Fort Worth and Dallas communities.

About Your Manager

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

Department Description

A leadership role as member of Production team, assisting with managing production needs and services for all aspects of physical production at Texas Ballet Theater. In addition to pre/post planning and archiving, 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. With Production Director, Production Stage Manager will be instrumental in shaping the TBT backstage environment through creation and implementation of clear and transparent policies and procedures.

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

Key Responsibilities

- Call all score and movement-based cues for performances and rehearsals.
- With Production Director, produce and/or update production schedules for all TBT performances and events.
- With Production Director, organize crew calls for stage labor from relevant locals.

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- Produce and distribute performance reports.
- Compile and revise “show books” and other performance paperwork; including running cue synopsis and department specific cue sheets for all TBT repertoires.
- Provide props and audio/visual equipment for studio and/or stage rehearsals.
- Provide support and assistance to visiting choreographers, designers, and artistic staff.
- Record music and video for rehearsal, for dancers and staff.
- Record and edit tapes for promotional purposes.
- Coordinate studio repairs and maintenance with Facilities Manager.
- Provide production support for promotional, archival, or educational events.
- Prepare dressing room assignment lists, company sign in sheets, callboard, room tags, and performance notices.
- With the Production Director, source and negotiate unique requirements such as pyrotechnics, flying effects, projections, etc.
- With Production Director, secure licenses, and/or personnel such as fire marshals required for special effects at each venue.
- Provide the Company Manager with relevant information for dancers.

Additional Duties

- Arrive at venue 1 hour before scheduled class time to confirm dressing room access, stage work lights and either piano or audio rig for onstage Company class.
- Give pre-show calls beginning 1-hour prior to curtain.
- Ensure accurate timing and placement of intermissions, coordinating with front of house management of each venue.
- After the performance, wait for the dancers to leave the theater and make sure all is prepared for class the next day.
- Coordinate archival video of select rehearsals and/or performances for archival library.
- Edit recordings for use in individual ballets.
- Prepare rehearsal CDs for each ballet.
- With Production Director, manage all scenery and costume rentals for TBT.
- With Production Director, identify necessary refurbishment of TBT owned sets and costumes and develop maintenance schedule.
- Assist in management of production budgets, purchasing and record keeping.
- With the Production Director, coordinate annual maintenance and necessary replacement of audio/video equipment.

Qualifications

- Experience as a stage Manager, technical director, production manager or production supervisor with a minimum of 5 years of theatrical production management or experience at a professional level; preferably ballet.
- Possess strong computer skills and an ability to work with the Windows environment; specifically, Word, Excel, and Outlook.
- Requires excellent written and oral communication skills, the ability to manage multiple projects from various locations (office, home, theater, etc.)
- Must be able to work well under pressure and remain extremely organized while maintaining a sense of humor.
- The ability to read music is preferred.
- A working knowledge of CAD type program is a plus (i.e., Vectorworks).
- Knowledge of audio/video control (QLab) and recording systems is preferred.
- Valid Driver’s License required. Experience driving bobtail trucks is preferred.



Attributes Needed to Be Successful

Leadership: Ability to foster a collaborative and initiative-taking work environment.

Problem-Solving: Strong analytical and critical-thinking skills to assess complex facility issues and devise effective solutions.

Communication: Excellent verbal and written communication and people skills to interact with internal teams, external vendors, and stakeholders.

Organizational Skills: Exceptional organizational abilities to manage multiple tasks, projects, and priorities simultaneously.

Attention to Detail: Meticulous approach to maintaining accurate records and ensuring compliance with safety regulations.

Adaptability: Flexibility to adapt to changing circumstances, priorities, and emergent situations in a dynamic environment.

Represent TBT with integrity, credibility, and curiosity.

Ready to Apply? A letter of interest should include why you are seeking this position and outcomes you've achieved with similar positions and institutions; resume required. **Submit resumes and cover letter to humanresources@texasballet.org.**