



JOB DESCRIPTION

Organization: Kansas City Ballet
Title: Assistant Stage Manager
Reports to: Director of Production
Salary: Competitive, plus benefits
Position: Full time hourly, non-exempt
Start date: September 4, 2021

ORGANIZATION DESCRIPTION

Kansas City Ballet (KCB) is one of the nation's most-respected professional ballet companies with 30 dancers and 20 KCB II/Trainee members. KCB produces four productions at the Kauffman Center for the Performing Arts with additional programming at The Todd Bolender Center for Dance and Creativity, and special events both in person and virtually throughout the season.

Vision: Outstanding dance experiences accessible to all.

Mission: To inspire and engage through the beauty, power and passion of dance.

POSITION DESCRIPTION

This position is an integral part of the Production Department and interacts with all other departments within the organization. The ASM supports and assists the Production Department in all aspects of production. This includes daily logistical matters related to staff, company dancers, second company dancers, student performers, and guest artists and in collaboration with the Stage Manager, ensuring the safe and efficient running of performances and rehearsals.

Normal office hours are 10:00am – 6:00pm Tuesday - Saturday. Flexibility is required as the work schedule shifts for performance weeks, student rehearsals, and for other special events.

PRIMARY RESPONSIBILITIES

- Assist the stage manager with day to day operations including the preparation of rehearsal and performance spaces for the daily needs of dancers, artistic and production staff.
- Assist the stage manager 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 during 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 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 need by the Artistic Staff.
- Attend Production Meetings.
- Other duties and projects as 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*

Ability to:

- Organize and communicate information clearly.
- Work in a detail-oriented manner, be resourceful and flexible, and be able to handle multiple tasks simultaneously.
- Demonstrate strong analytical skills and face demanding situations with tenacity and sensitivity.
- Work independently and as part of team.

QUALIFICATIONS

- Bachelor's degree in theatre or equivalent professional experience.
- Ability to read or follow a music score preferred.
- Excellent communication skills.
- Attention to detail with the ability to manage multiple tasks.
- Positive attitude and ability to work in a collaborative manner.
- Ability to remain calm and organized during high-stress situations.
- Ability to be in a stationary position, move items up to 35 lbs, traverse for long periods of time.
- Proficient with computers, Microsoft Office products (Word, Excel, Outlook) and Google products (Docs, Sheets, Gmail)
- Knowledgeable of or willing to learn basic video and music editing software

Please send cover letter, resume, and references to ataylor@kcballet.org by May 15, 2021. Please include Assistant Stage Manager in the subject line. No phone calls, please.

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.