

DANCE THEATRE OF HARLEM
JOB DESCRIPTION-Assistant Stage Manager
Status: Exempt

Dance Theatre of Harlem, established since 1969, is a multicultural dance institution that includes a professional, internationally recognized touring ballet company. The organization's extraordinary legacy of providing opportunities for creative expression and artistic excellence 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 Production Stage Manager, the Assistant Stage Manager is responsible for supporting the production stage manager during touring engagements. Responsibilities include, but are not limited to:

Essential functions

- Create and/or update all stage management paperwork for ballets, tour, etc.
- Support the needs of the company dancers and artistic staff
- Ensure backstage and onstage safety for company dancers
- In conjunction with the production stage manager keep to the published schedule and call all necessary breaks
- Tape out the stage with needed spike marks for performance or rehearsal
- Be present for all rehearsals, techs, and performances
- Be a backup showcaller in the event the production stage manager is not able to
- Post tour signage in venues
- Communicate schedule changes/updates to company dancers and artistic staff
- Run the deck during performances
- Other duties as assigned by the production stage manager

Supervision

- Stage crews at local venues.

Required Qualifications

- Minimum of three years experience as a Stage Manager, Assistant Stage Manager, or Production Stage Manager; a BA or BFA or equivalent work experience
- Some touring experience is a plus
- Knowledge of dance vocabulary
- Experience and knowledge of safety standards for: Lighting, Sound, Carpentry, Props, and Video
- Knowledge of IATSE and AGMA rules
- Knowledge of Mac & PC operating systems and ability to troubleshoot minor tech issues
- Ability and experience leading a crew, creating organized paperwork, and effectively communicating
- Experience with dance stage management is plus
- Ability to create and maintain a positive work atmosphere by communicating in a professional manner and always maintain a professional attitude.
- Ability for physical activity 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., fingering grasping, feeling, talking, hearing.
- Ability of close visual acuity involving inspection of small defects, parts and operation of machines using measurement devices.

Job Description – Assistant Stage Manager (cont.)

- Eligibility to work in USA.
- Valid Driver's license and a clean driving record
- Valid Passport.

Terms and Conditions:

- Seasonal employment per Letter of Agreement.
- Compensation: Commensurate with experience and academic credentials –paid bi-weekly. Range is: \$1125.00 – \$1250.00 per week in addition to round trip travel, single occupancy hotel rooms, and per diem paid for by DTH.
- Must be fully vaccinated and boosted against Covid19
- Benefits: Statutory only.
- Traveling 100 %.

DATES NEEDED – candidates do not need to be available for all weeks listed.

- Sunday, October 16 – Sunday, October 23, 2022 – Charleston, SC
- Monday, October 24 – Sunday, October 30, 2022 – Durham, NC & Reno, NV
- Monday, October 31 – Sunday, November 6, 2022 – Seattle, WA
- Monday, November 7 – Sunday, November 13, 2022 – Tuscon, AZ
- Monday, November 14 – Sunday, November 19, 2022 – Tempe, AZ

TO APPLY:

Send resume and cover letter to: humanresources@dancetheatreofharlem.org mark subject line: "Assistant Stage Manager"

Dance Theatre of Harlem is an equal opportunity employer.