



Position Description

Position Title:	Production Stage Manager	Direct Reports:	Asst. stage Manager, Stage Heads, and Hands.
Department:	Artistic / Production	Classification:	Exempt
Location:	Grand Rapids, MI	Approved Date:	8/14/2021
Reports To:	Artistic Director, GRB	Revision Date:	8/14/2021

Position Summary:

Build and maintain an effective technical team to keep production standards high. Responsible for generating and maintaining, along with the Artistic Director, production budgets. Call all score and movement-based cues for performances, both at home and on tour. Manage all transportation, rental, and labor needs for all productions at home and on tour (helpful).

Essential responsibilities:

1. Artistic Administration: Generate detailed production paperwork for all GRB productions. This includes, but is not limited to, running paperwork for Wardrobe, Props, Rail, Spots, Deck Electricians, and Deck Carpenters. Paperwork should be updated continually and redistributed throughout the process.
2. Manage all technical aspects of GRB productions, including lighting, sets, and crew (helpful)
3. Manage rentals of production elements from outside vendors, including lighting packages, costumes, and sets (helpful)
4. Manage rentals of Grand Rapids Ballet productions to other entities. (helpful)
5. Artistic Direction: Provide support and assistance to visiting choreographers, designers, and resident artistic staff.
6. Build constructive and supportive relationships with the technical team, create an environment that is conducive to creative governance and productive meetings; works with choreographers on helping their vision come to the stage.
7. Provides leadership, guidance and support to the technical team ensuring good management practices; resolves personnel issues; fosters healthy working relationships between crew, dancers and artistic leadership; ensures team work and collaboration.
8. Attend and participate in technical cueing sessions and scene change rehearsals in the theater with designers and staff
9. Ensure the archival video library, equipment and checkout system is monitored and kept current.
10. Maintains stock of rehearsal/performance supplies and materials, i.e. music, spike tape, flashlights, first aid supplies, etc

Non-Essential Responsibilities:

1. Other duties as assigned.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

Advanced supervision: Determine work assignments, priorities, and procedures for subordinates. Responsible for assigning, scheduling, and ensuring the quality and quantity of work. Approves time off and schedule adjustments. Provides training and coaching

Education & Experience:

1. High School diploma and Bachelor of Arts degree (Performing Arts)
2. 4-5 years professional theater experience in similar position.
3. Driver's License, preferably a chauffeur's License, and have access to a vehicle for transportation to and from business related events.
4. Ability to drive a large vehicle and up to a 26' truck.

Other Knowledge, Skills & Abilities:

1. Ability to read music.
2. Know basic dance vocabulary. Basic knowledge of dance is helpful
3. Advanced knowledge of Theatrical Productions, technical as well as performance.
4. Excellent communication skills – written, oral, and visual. Ability to effectively interact with a diverse range of personalities.
5. Understanding of ETC Light boards, QLab, Word, Excel, and some Photoshop helpful.
6. Ability to make the best decision for all aspects of a production in time sensitive situations. Objectively evaluates alternatives. Consistently select the alternative which most effectively achieves objectives.
7. Is willing to make decisions; is willing to be held accountable for the results of decisions. Is able to perceive and diagnose the symptoms of problems; is able to clearly identify and define problems.
8. Ability to work long hours and work with a flexible schedule.
9. Must possess sufficient strength and stamina to lift and carry up to 50 pounds. Must be able to perform physical activities such as, but not limited to, lifting, bending, standing, climbing, and/or walking.
10. Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials. Must be willing to travel and work at various sites. May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.

Core Competencies:

1. Management: Ability to achieve desired outcomes by organizing individuals and setting goals and priorities to deliver results.
2. Organized: Ability to be structured and methodical in working skills, balancing multiple projects, and prioritizing.
3. Decision Making: Ability to select an effective course of action by understanding issues, comparing solutions and drawing conclusions to resolve problems.
4. Problem Solving: Ability to recognize courses of action which can be taken to handle problems or potential problems, and applying contingency plans to solve those problems. Creatively finding the solution while managing multiple priorities under stressful situations.

5. Safety Awareness: Ability to identify and correct conditions that affect employee safety and uphold safety standards outlined by safety management.
6. Patience: Ability to display good-nature tolerance of delay or adversity, and not being hasty when acting under strain.
7. Interpersonal: Able to disseminate information to staff and design team in a clear manner
8. Project Management: Ability to demonstrate an understanding of planning, organizing, delegation, staffing, directing and controlling work tasks.
9. Self Motivated: Ability to reach a goal or perform a task with little supervision or direction.

Physical Requirements:

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position		X		
Move about work area			X	
Use hands/fingers to handle or feel	X			
Reach with hands and arms		X		
Ascend/Descend (stairs/ladder/etc.)		X		
Bend, stoop, kneel, crouch, or crawl		X		
Communicate with various parties				X
Detect flavors or smells	X			
Move containers up to 30 pounds		X		
Visual acuity		X		
Read and understand written word				X
Drive/Travel		X		
Operate computer and general office machines			X	
Operate Machines:	X			
Other:				

Environmental Conditions:

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.				X
Plant environment: exposure to dust, oil, various chemicals, and extreme noise.		X		
Travel: Limited exposure to outside elements.		X		
Other:				