

Milwaukee Ballet

Assistant Stage Manager Intern Job Description

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| Department: | Production & Administration |
| Position Title: | Assistant Stage Manager Intern |
| Reports to: | Operations Manager |
| Classification: | Weekly Contract – Salaried Exempt |
| Location: | Milwaukee, Wisconsin |

Scope: The Assistant Stage Manager Intern serves as Assistant Company Manager, Assistant Stage Manager, as well as Assistant Facilities Manager for Milwaukee Ballet, with the goal of training to become a proficient Stage Manager. The Assistant Stage Manager Intern, under the direction of the Operations Manager oversees all matters related to company dancers, MBII dancers, guest artists, and creative personnel for the Company and ASM's all major production performances as assigned by the Operations Manager. The Assistant Stage Manager Intern also assists in coordinating all functions related to general office and facilities maintenance. In addition, the Assistant Stage Manager Intern is responsible for overseeing all matters related to additional company functions, including but not limited to: Studio Performances, MBII Performances & Run-outs, School Performances, the Summer Intensive Emergence, and all special events.

Responsibilities

Assistant Stage Manager Intern

- Manage production, guest and creative personnel
- Manage dancer collective bargaining agreement compliance
- Administer workers compensation reporting and record keeping
- Oversee the safety of all performers in rehearsal and performance situations
- Generate and distribute production schedules, memos, production paperwork and other materials such as sheet music, music scores, videos and music recordings
- Assist with the operation of rehearsals and special events
- Provide support to administrative and production staff, dancers, parents and volunteers, and assist with educational and outreach productions
- Manage studio usage and space schedule
- Create and Document a Video and Audio Recording Library
- Maintain video and music archives
- Provide general production assistance as required or directed by the artistic director coordinating visas, transportation, lodging & per diems for all guests and tours
- Schedule and organize company audition tours
- Coordinate catering / hospitality for dancers and production staff
- Procure presentation flowers and gifts
- Secure and arrange payment for all royalties
- Procure, prepare and manage contracts for scenic, costume and music rentals, guest artists, and creative designers
- All other duties as assigned

Assistant Stage Manager

- Team with the Operations Manager, Assistant Operations Manager and Head Carpenter in the planning and execution of company productions
- Call performances as assigned by the Operations Manager
- Maintain accurate running paperwork of productions
- Maintain and supply all rehearsal props
- Attend weekly production meetings
- All other duties as assigned

Qualifications, Education and Experience

- Previous stage management experience preferred, with ability to read music
- Exceptional customer service attitude
- Online and offline research experience
- Knowledge and understanding of collective bargaining agreements
- Knowledge of Ballet/Dance

Ability to:

- Organize and communicate information clearly to staff and dancers both verbally and in writing
- Work in a detail oriented manner, be resourceful and flexible, and be able to handle multiple tasks simultaneously
- Demonstrate strong writing, mathematical and analytical skills
- Face demanding situations with tenacity and sensitivity
- Work independently and as part of team
- Speak in public competently and effectively before group gatherings and audiences.
- Travel as required
- Work irregular hours and weekend shifts as required
- Lift / carry heavy loads (up to 50lbs.) and stand for extended periods required