

ASSISTANT STAGE MANAGER

Position Summary

Milwaukee Ballet is seeking an Assistant Stage Manager to begin September 16, 2024. This position reports to the Stage and Company Manager and works closely with the Production Manager, Artistic Staff, and all production areas to support Milwaukee Ballet productions. This position provides production support to Milwaukee Ballet Company, School & Academy, and Community Engagement.

This is a **full-time, seasonal, exempt position** with benefits and a salary of \$649.20 weekly. A typical season includes approximately 35 weeks and spans mid-September to late May.

Responsibilities

- Serve as Assistant Stage Manager for all Company productions:
 - Assist with daily rehearsals at the studio including taping, paperwork generation and updating (Excel and Word), setting props and scenery, creating and distributing rehearsal videos, and assisting Artistic Staff with any additional needs.
 - Communicate production plans and needs with other production areas, other departments within the company, performance venues, and other stakeholders.
 - Follow all policies necessary for AGMA artists in rehearsals and performances.
 - Help coordinate backstage operations during technical rehearsals and performances with the IATSE stagehand crew.
 - Act as a backup for the Stage Manager, including the ability to call from a score.
- Serve as Stage Manager for MBII, School & Academy, and Community Engagement projects as needed:
 - Assist in the generation and distribution of schedules and other paperwork.
 - Coordinate project needs with other production areas.
 - Attend dress rehearsals.
 - Travel with projects outside of our space and assist with setup, run, and strike as needed.
 - Generate and distribute performance reports.
- Assist with the coordination of rentals in the WE Energies Foundation Performance Studio at the Baumgartner Center for Dance.
- Assist the Stage and Company Manager and the Production Manager as needed.
- Maintain a safe and respectful rehearsal, performance, and office environment.

Background & Qualifications

- Ability to work in a fast-paced, energized and quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Organized and detail oriented, able to prioritize efficiently and multi-task.
- Ability to be self-directed and take initiative.
- Ability to maintain confidential information.
- Excellent verbal and written communications skills.
- Exhibits a positive attitude.
- Professional theatre work experience.
- Computer proficient with Microsoft Office Suite.
- Comfort with working with union Crew (IATSE) and Dancers (AGMA).

Physical Requirements/Working Conditions

- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of standing during show performances.
- Ability to independently lift and move 25 lbs. - Moving large scenery during the rehearsal period
- Typical hours during show assignments are tech and performance schedules, including weekends. During rehearsal weeks hours are Monday-Friday 11am-6:15pm.

About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply

- Submit a cover letter and resume with three references (including two professionals who will not be contacted without approval of the candidate) via our Application Portal.
- Successful applicants will be subject to a background check.
- Applications must be submitted **by Monday, May 6th**.

Date Posted: March 26, 2024