



AMERICAN REPERTORY BALLET  
PRINCETON BALLET SCHOOL

<b>Position</b>	Director of Production and Stage Management
<b>Company</b>	Princeton Ballet Society (dba American Repertory Ballet (ARB) and Princeton Ballet School (PBS) with locations in New Brunswick, Princeton, and Cranbury, New Jersey)
<b>Reporting Relationships</b>	The Director of Production and Stage Management reports to the Artistic Director. Reporting to the Director of Production and Stage Management is the Wardrobe Supervisor and Assistant(s), Assistant Stage Manager, and all production crew and overhire.
<b>Travel</b>	There is some travel associated with this position
<b>Website</b>	<a href="http://www.arballet.org">www.arballet.org</a>
<b>Position</b>	Full-time, exempt

**Organizational Background**

The Princeton Ballet Society's mission is to bring the joy, beauty, artistry, and discipline of classical and contemporary dance to New Jersey and nationwide audiences through public performances and to dance students through artistic and educational programs.

This mission is fulfilled through three distinct but unified parts of the organization: American Repertory Ballet (ARB), the preeminent ballet company in NJ now under the leadership of Ethan Stiefel, Artistic Director; Princeton Ballet School (PBS), one of the largest non-profit dance schools in the nation; and ARB's Access & Enrichment initiatives, programs designed to enrich students and the local community to the art form of dance, as active participants and informed observers, and to develop life-long dance enthusiasts. It is through these three branches that the organization's vision is pursued: to entertain, educate, enlighten, and inspire with the beauty and passion of dance.

Designated a "Major Arts Institution" by the New Jersey State Council on the Arts for two decades, and recognized by the National Endowment for the Arts "American Masterpieces" program, the organization plays a leadership role in the dance community. ARB's annual production of *Nutcracker*, first produced in 1963, is the longest-running production in the state and one of the longest-running in the country. ARB's DANCE POWER program, now in its 36th year, is an in-school dance residency that provides dance education to every 3rd grade student in the New Brunswick public school system, and remains the longest-running arts/community partnership in NJ.

Founded in 1954 by Audrée Estey, the mission of Princeton Ballet School is to create and train professional dancers and to provide age and developmentally appropriate dance classes to the general public for students ranging from recreational beginners to professional artists.



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The School has a highly qualified faculty dedicated to providing training for all dancers wishing to appreciate ballet as an art form, a life-long form of exercise and a means in which to find self-confidence and poise. For the gifted student wishing to make dance a professional career, the curriculum and artistic acumen of the faculty have produced dancers who have graduated to the professional level in ballet, modern dance, Broadway and television and film. For the student looking for a bridge from their high school training into their professional careers, ARB offers the Trainee Program which is managed by Princeton Ballet School.

### **Responsibilities**

The Director of Production and Stage Management's responsibilities shall include, but are not limited to:

#### Equipment, Builds, and Rentals

- Manage transportation logistics for sets, costumes, props, and any other production needs
- Oversee all production builds, storage facilities, and maintenance of production items including portable floor panels and marley
- Oversee all electronics, electrical, mechanical and physical maintenance and safety of all equipment in conjunction with the venue
- Coordinate rentals (including some contract writing) for both ARB's use (costume and scenic) and the use of ARB holdings by outside groups
- Coordinate facility rentals with outside groups; onsite management/representation as required
- Coordinate rental/purchase of necessary theater supplies (dry ice, genie lifts, etc)
- Coordinate theater transportation (shipping/trucking of performance elements)
- Create and maintain archival records (photos, lists, etc.) of sets and props in inventory for future ARB use and/or potential rentals

#### Budgeting

- Create and manage production budget, including segmented budgets in details per venue, within Board approved budget
- Seek approval by the Director of Finance for any budget variances greater than \$1000

#### Personnel

- Oversee all hiring within the production department in consultation with the Artistic Director, and within the Board approved budget
- Coordinate and supervise overhire staffing for load in/load out, special projects, etc.



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- Collect production staff time sheets and submit to Business Manager

Working with Venues

- Coordinate theater and rehearsal schedules with the Artistic Director
- Schedule all rehearsals and crew calls at each venue
- Provide, in consultation with Company, a production schedule detailing all activities that are to take place within the venue, a minimum of one month prior to each engagement
- Make minor changes to crew calls, schedules, and other matters within the scope of the budget
- Make best efforts to avoid creating schedules where overtime for any staff is necessary
- Create, in conjunction with designers, appropriate documentation for theater load in (hang plots, scenic lists, shift sheets, etc.)
- Serve as a liaison between Company and venue production staff to ensure that all needed production activities are carried out in a timely manner and within the needs of Company

Music Licensing and Permissions

- Manage licensing and permissions for all School and Company productions, keeping a log of requests, responses, fees, and payments

Stage Management

- Attend relevant rehearsals and run-thrus in studio
- Oversee rehearsals during tech/performance weeks
- Create signage for backstage including dressing room assignments, schedules, sign in sheets, etc.
- Work with the artistic team, including choreographers and lighting designers, to create a cues list for each production
- Call shows in performance
- Take notes and distribute to appropriate technical departments
- Provide running documents to relevant departments to ensure accurate scene changes, prep for shows, etc.
- Other duties as assigned

**Qualifications:** Bachelor's degree with 3 years minimum experience in production management, preferable for a performing arts organization. Must be organized, detail-oriented, and adaptable with good problem solving skills. Excellent communication and time management skills are required. Must demonstrate the ability to manage budget expenses.



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**Salary/Benefits:** Compensation is commensurate with experience, and includes a comprehensive benefits package.

**Equal Opportunity Employer:** Princeton Ballet Society is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability or belief.

**To Apply:** Qualified candidates should submit their resumé and cover letter electronically to [hr@arballet.org](mailto:hr@arballet.org). (please note the position title in your subject line).

The deadline to apply is July 31, 2021.