

**Atlanta Ballet**  
**Artistic Operations Coordinator / Assistant Stage Manager**  
**April 2022**

Founded in 1929, Atlanta Ballet is one of the premier dance companies in the country and the official state Ballet of Georgia. Under the artistic leadership of Gennadi Nedvigin, Atlanta Ballet introduces audiences to a wide spectrum of dance styles including 19th century classics, neoclassical works, contemporary ballets, and exclusive signature commissions by today's top-tier choreographers. After 92 seasons, Atlanta Ballet continues its commitment to share and educate audiences on the empowering joy of dance. By presenting a rich and diverse repertoire, Atlanta Ballet's balanced blend of traditional and innovative programming aims to further develop and deepen the appreciation of ballet within the Atlanta community and beyond.

In 1996, Atlanta Ballet opened its Centre for Dance Education, which is dedicated to nurturing young dancers and developing professional dancers for the field while providing an outlet for adults to express their creativity. By offering a robust list of dance classes and spearheading a variety of Community Engagement programs, the Centre serves over 23,000 people in metro Atlanta each year.

Atlanta Ballet's roots remain firmly grounded in the Atlanta community and continue to play a vital role in the city's cultural growth and revitalization.

**Position Description**

Reports to: **Director of Artistic Operations with dotted line to Production Manager**

Employment: Full-time, Exempt staff

**Artistic Operations**

Administratively support Artistic and Production departments by coordinating daily and per production logistics related to Company Dancers, Atlanta Ballet 2 Dancers, Artistic Staff, Production Staff, Guest Artists, and other Atlanta Ballet Staff/Partners. Responsibilities include, but are not limited to:

- Generate and maintain AB2 and Company Dancer communications (emails and Dancer Portal)
- Distribute Annual Calendar, Daily Rehearsal Schedule, and Production Schedule
- Serve as inter and intra departmental liaison
- Coordinate travel, fulfill contracts, and host guest artists (airfare, lodging, ground travel, per diem)
- Edit and distribute informational packets (onboarding, welcome, tour, etc)
- Produce and distribute parking passes
- Submit requests for and distribute complimentary tickets
- Collaborate with Physical Therapy department on weekly PT schedule, emergency responder coverage, and other applicable dancer communications
- Assist in preparation of bi-weekly dancer payroll
- Prepare and distribute regular dancer layoff separation notices
- Submit accounts payable requests and enter production budget expenses
- Coordinate O1 and P1 visa applications for artists
- Coordinate and maintain workers compensation claims
- Actively participate in meetings; record and distribute notes
- Ensure compliance with the AGMA Collective Bargaining Agreement
- Ensure COVID Health Safety compliance
- Complete special projects as assigned to support Atlanta Ballet's mission, vision, and values

**Stage Management**

Serve as Assistant Stage Manager during all mainstage and community performances actively supporting the production department in pre & post-production, load-in/load-out, and daily tasks. Responsibilities include, but are not limited to:

- Learn all cues for productions in order to step in for Stage Manager if necessary
- Run rehearsals, prepare paperwork, and call cues for special events and select performances (Ballet Ball, Corps de Ballet Luncheon, Spring Concert, etc)
- Tape out and maintain spike tape in studios
- Organize call board, prepare and post signage, set up hospitality, etc
- Maintain and stock hospitality and first aid supplies
- Support production department staff as needed (runner)
- Manage costume changes, set changes, prop moves/tracking, and prop set-up
- Maintain rehearsal/performance music and video archive
- Edit music and create CDs/files for rehearsals and performances
- Complete special projects as assigned to support Atlanta Ballet's mission, vision, and values

#### **Schedule**

- Primarily in-office environment (hybrid/remote work available when dancer/production schedule allows)
- Evenings and weekends when dancer/production schedule requires

#### **Compensation range**

\$35,000 - \$40,000 per year plus benefits

#### **Desired Traits, Characteristics & Qualifications**

- Bachelor's degree in performing arts, art administration/management, stage management, or similar
- Commitment to advocating for diversity, equity, and inclusion
- Excellent written and verbal communication skills; detail oriented and efficient
- Strong interpersonal skills; collaborative and transparent
- Ability to work independently and take initiative; creative and resourceful
- Able to manage multiple concurrent deadlines and thrive in a fast pace environment; energetic, flexible, and adaptable
- Demonstrated ability in Microsoft Office, Adobe, and PC/Mac operating systems
- Demonstrated competency in audio and video editing
- Passion for dance or dance background
- Interest in growing and contributing ideas to further serve Atlanta Ballet's mission, vision, and values
- Reliable transportation

#### **To Apply**

To apply for this position, please send cover letter, resume, and references to Sicily Palms at [spalms@atlantaballet.com](mailto:spalms@atlantaballet.com). All applications and inquiries will be kept strictly confidential. Active recruitment begins April 1, 2022.

*Atlanta Ballet is an Equal Opportunity Employer, and as such, we embrace and promote Diversity, Equity, and Inclusion (DEI) throughout all aspects and levels of our organization including artistic programming, talent recruiting and retention, training, workplace culture, and community engagement.*