



BalletX

Production Coordinator & Company Manager Job Description

BalletX, Philadelphia's premier contemporary ballet, seeks a motivated, detail-oriented, and forward-thinking Production Coordinator & Company manager to support its artistic and general operations.

BalletX, led by Artistic & Executive Director Christine Cox, is driven by a mission to produce original choreography that expands the vocabulary of classical dance for all audiences. The company is recognized as a "place of choreographic innovation" (*The New Yorker*) for producing over 120 world premieres by more than 70 choreographers in its 18-year history, a record "few companies can match" (*The New York Times*). BalletX offers a number of artistic and community initiatives designed to bring its home city of Philadelphia and the nation closer to dance, including mainstage performances at The Wilma Theater and The Mann Center for the Performing Arts, extensive touring, free pop up performances, and flagship in-school education program, Dance eXchange. Learn more about the company and dancers, named "among America's best" by *The New York Times*, at www.BalletX.org.

BalletX seeks a motivated, highly organized, forward-thinking, and team-oriented individual with a passion for the performing arts and building community through dance. This position requires a person who can multi-task, be flexible, and work on both short and long-term timelines simultaneously. The ideal team member will have the ability and eagerness to do frequent hands-on work, and to represent the company both at home and on tour with accountability and positivity. This position will be part of a dynamic work environment with a highly engaged team focused on excellence.

Reporting to the Associate Artistic Director and the Director of Production, duties shall include but are not limited to the following. BalletX reserves the right to add or remove duties at any time.

Responsibilities (including but not limited to):

Performance and Event Stage Management

- Assist the Production department with the planning and logistics of load-ins, load-outs, tech rehearsals, performances, and locations.
- Serve as Assistant Stage Manager and backup show caller for local and touring performances.
- Serve as the main point of contact for production and logistics of events, including the annual Premier Party fundraising gala, the Festival at the Mann, and other special events as needed.

Travel and Lodging

- Serve as main point of contact for all travel, lodging, and hospitality for Tours and Guest Artists.
- Research, identify, and book the best options for travel and lodging.
- Prepare and communicate Tour and Guest Artist itineraries.

Music Rights

- Serve as main point of contact for obtaining music use licensing.
- Research, identify, and negotiate with publishing and distribution entities.

Costume Management

- Organize and maintain storage of costumes, and create and maintain costume rep catalog.
- Organize and assist with costume fittings.
- Prepare and pack costumes for tours, local performances, and events, and clean costumes following performance series and tours.

Studio

- Serve as the Production and Stage Management representative in studio rehearsals as needed, including but not limited to recording rehearsals, assisting with the studio partition wall, and assisting with setup of equipment, scenery, and props.
- Maintain the studio dance floor, including frequent cleaning.

Record Keeping and Archiving

- Assist in organizing and maintaining the files, records, and videos for the Production, Facilities, and Artistic departments in such databases as Dropbox, Patron Manager, and Vimeo.
- Assist in budget and cost tracking for the Production department.

Facilities

- Assist with organizing and maintaining studio storage and offsite storage.
- Assist with small maintenance, upkeep projects, and custodial tasks.

This position is full-time with a salary range of \$45,000-\$55,000 (commensurate with experience) and accompanying benefits. BalletX is an equal opportunity employer.

Qualifications

- Bachelor's Degree in Theater (or related field) is preferred, but not required
- Previous experience working in stage management is required
- Experience working in nonprofits is a plus
- Proficiency in Microsoft Office Suite and Google Workspace
- Experience with databases, such as Salesforce, is a plus
- Highly organized and detail-oriented with a proven ability to juggle multiple priorities and complete responsibilities in a fast-paced environment
- Proven ability to develop and maintain effective work relationships
- Good oral, written, and interpersonal communication skills
- Team player who is ready to hustle and pitch in wherever necessary
- Positive, professional, and proactive attitude with strong creative problem solving skills
- Night and weekend hours will be required for performances and special events
- Out of town travel (including air travel) is required for tour performances

To Apply

To apply, please send your cover letter and resume to Jason Pizzi, Director of Production, at jpizzi@balletx.org. Applicants will be reviewed and contacted for interviews on a rolling basis until the position is filled.