

### **About Hong Kong Ballet**

Hong Kong Ballet is one of the premier classical ballet companies in Asia and is internationally recognised as a top institution that represents Hong Kong's unique character. Since 1979 Hong Kong Ballet has evolved into a vibrant performing arts organisation with accomplished dancers and a strong repertoire composed of a range of stunning, technically challenging productions. The company has grown and flourished over the years, and today engages a roster of over 45 dancers from all over the world. Led by Artistic Director, Septime Webre, Hong Kong Ballet's repertoire combines 19th to 21st century classical masterpieces, acclaimed contemporary works and newly commissioned ballets performed to audiences in Hong Kong and abroad. [hkballet.com](http://hkballet.com)

We are seeking a candidate to fill the following position:

### **Stage Manager**

The candidate will assist the Technical Director in routine operation of stage management and coordinate all technical matters between Artistic and Technical Department.

### **Main Responsibilities**

- Directly report to the Technical Director
- Deputizes for Technical Director in his/her absence;
- Assists Technical Director in preparation of production schedules and budgets;
- Liaises with Wardrobe and coordinate their work in production;
- Ensures and coordinates all pre-production preparations in progress;
- Ensures and coordinates with all departments to ensure smooth running during production;
- Ensure proper scene changes and stage crew backup during production;
- Cues the show as necessary;
- Attends production, design and progress meeting;
- Looks after production matters in association with Technical Director;
- Looks after Video and Sound Library; and
- To carry out other duties as assign by Technical Director or his delegate(s) from time to time

### **Requirements**

- Advance Diploma holder of HKAPA school of TEA with at least 5 years' experience in stage management or Degree holder in relevant discipline with 3 years supervisory/management experience;
- Proficiency in both English and Chinese; Ability to speak Putonghua is desirable;
- Experience in large scale theatrical productions;

- Experience in working with professional performing company is an advantage;
- Excellent in computer skills, Microsoft office and knowledge of AutoCAD an advantage;
- A good team player with excellent communication skill;
- Need to work on Sundays and Public Holidays as well as overnight when necessary.

Interested parties please submit application with detail CV, indication of availability, current and expected salary to [recruitment@hkballet.com](mailto:recruitment@hkballet.com) or by post to Assistant HR Manager, G/F, 60 Blue Pool Road, Happy Valley, Hong Kong.

*(Data collected would be used for recruitment purpose only.)*