

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 40 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

We are seeking a high caliber candidate to fill the following position:

Stage Manager / Assistant Stage Manager (Two positions)

The candidate should have a passion to develop his/her career in a performing arts organization and will report directly to the Technical Director. Station at the Company's rehearsal studios, he / she will assist the Technical Director in the routine operation of stage management, attend rehearsals and to coordinate all technical matters between Artistic and Technical Department.

Main Responsibilities

- Assist the Technical Director in the routine operation of stage management including the preparation of production schedules and budgets, coordination of pre-production preparation progress, attention to production-related meeting, allocation of back stage manpower and execution of daily rehearsals
- Liaise with Wardrobe and coordinate their work in production
- Coordinate with all departments to ensure smooth running during production
- Keep full record of rehearsal, prepare and update Prompt Book and cues sheets for repertoire purpose
- Conduct research, prepare and take good care of production-related props
- Assist the choreographer or his/her representatives in technical aspect such as arranging rehearsal tapes, props and furniture etc.
- Cue the show according to the requirements of the Choreographers, Set Designers, Lighting Designers and Sound Designers
- Maintain Company's production Video, Music and Audio Library
- Manage Company's re-run productions and small-scale productions
- Plan and execute performances, school tours and fundraising activities with other

departments

- Any other duties as assigned by the Technical Director or his/her delegate(s)

Requirements

- Degree holder in Theatre & Entertainment Arts from HKAPA with at least 3 years' supervisory experience in stage management is preferred
- Experience in large scale theatrical productions
- Knowledge on ballet and dance is preferred
- Excellent in computer skills, Microsoft office and knowledge of AutoCAD is necessary
- Ability to work multi-tasking under pressure and in flexible working hours to accommodate tight production schedules
- Excellent communication skills with good command of spoken English and Chinese, including Mandarin
- Candidates with less experience will be considered as Assistant Stage Manager
- Work station in Hong Kong Cultural Centre, occasionally in other places in Hong Kong and overseas
- 5.5 Work days per week, working hours from 10:00 am to 7:00 pm (Mondays to Fridays) and 10:00 am to 2:00 pm (Saturdays). Working hours will be different during production and touring weeks

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

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