Job Name: Children’s Theater Manager
Department: Artistic
Location: Boston, MA
Reports to: Company Manager
Job Posted: July 6, 2017
Position Status: Temporary, August to January and mid-April to mid-June, Paid Hourly

Description:
This seasonal, hourly position is responsible for organizing and coordinating all logistics for student involvement in professional company productions, from casting and rehearsals through performance. This is most specifically for Boston Ballet’s annual production of *The Nutcracker*, though for the 2017-2018 season, it includes additional productions of *The Sleeping Beauty* and *La Sylphide* which involve students. The Children’s Theater Manager interacts with a variety of constituents including students, parents, administrative, artistic and production staff. Preferred start date would be in early August 2017 and continue until January 2018, with another period of employment from mid-April to mid-June.

Responsibilities:
- Work closely with Children's Ballet Mistress to coordinate student auditions as well as rehearsal and performance schedules.
- Schedule and coordinate special events, including parent meetings, photo shoot and outside appearances.
- Prepare and distribute all casting, rehearsal and performance information to students, parents and staff.
- Act as the liaison between parents, artistic staff and production team.
- Respond to parents’ questions and concerns in a timely manner.
- Attend all meetings regarding production(s)
- Act as liaison to other Ballet departments concerning *The Nutcracker* and other performances, and provide information and lists as needed.
- Prepare and submit child work permit petition to Attorney General’s office for any performances involving children.
- Hire, schedule and supervise staff of Child Supervisors for theater rehearsals and performances.
- Consult with Children’s Ballet Master on duty as needed.
- Call in substitutes for student roles as needed.
- Provide other related administrative assistance as necessary.

Qualifications:
- The Children’s Theater Manager must be highly organized, energetic and have strong communication and customer service skills.
- Previous experience in a managerial or supervisory position, as well as experience working with children ages 8-18, is required.
Position runs August – January and a commitment to approximately 60% of theatre rehearsals and performances – primarily held on nights and weekends – is expected. During *The Nutcracker* this represents a commitment to approximately 26 performances between November 24 and December 31, including Thanksgiving weekend, Christmas week and New Years’ Eve.

Position returns in Spring 2018 for *The Sleeping Beauty* and *La Sylphide* productions, with rehearsals and performances running mid-April to June 10, 2018. *La Sylphide* does include performances over Memorial Day weekend.

- Knowledge of Microsoft Office is necessary.
- Experience in the performing arts, particularly ballet, as well as backstage experience is a plus.
- A background check will be conducted prior to the start of the position.
- Local MA residents preferred given seasonal nature of work.

Boston Ballet is an equal employment opportunity employer.

**Contact Information:**
To apply for this position, please send a resume and cover letter to jobs@bostonballet.org. IMPORTANT – PLEASE INCLUDE THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING IN THE SUBJECT LINE OF YOUR E-MAIL. No phone calls please.