



Job Title: Stage Manager

Job Purpose: To manage the load in/out, set up, and technical requirements of the Company at performance venues and events

Reports to: Artistic Director; (secondary) Music Director & Lighting Director

ORGANIZATIONAL MISSION

The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. Calpulli was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

POSITION SUMMARY

The Stage Manager is the right hand of the Artistic Director at touring company performances. It is an essential role for managing Calpulli Mexican Dance Company's vast inventory of costuming, props, and scenery. The role will work closely with the Artistic Director, Music Director, Lighting Director, Company Manager, and Costume Manager to understand the needs of the company and capabilities of the performance venue to ensure successful technical execution of events and seamless load in/out. Further, the Stage Manager will assist with the technical requirements of performances being available for technical set up, run throughs, and throughout performances. A small portion of the work may be conducted remotely, however the vast majority of the work must be delivered in person at performances in and around New York City and while the company is on tour. The position is on a per contract or per performance basis.

Duties, Values and Responsibilities:

Technical Execution

- Communicate the requests and needs of the Artistic Director to other staff continuously prior to and during events and performances
- Ensure Artistic Director has tools for their work including microphones, table, and other elements for them to lead rehearsals at performance sites
- Understand the technical details of all performances and lead the set up, placement, and removal of props, scenery, and other backstage elements during events
- As needed, be on headset and call the technical details of the show from a backstage perspective including performer placing, music cues as needed, and lighting cues as needed.
- Ensure the technical needs of dancers and musicians are met during the performance prioritizing safety

Load In/Out

- Transport costumes to and from storage site to performance venues; items may vary in size to bulky and/ or heavy items ranging from 20 to 50 lbs
- Load in and out costumes and equipment at venues leveraging on-site staff and volunteers
- Set up and disassemble elaborate props and scenery including headdresses
- Ensure the safe packing, storage, and transport of the company's wardrobe and equipment
- Post signs for the run of show updating them as necessary and ensures all are aware



- Label, track, and communicate costume and equipment disrepair so that it can be addressed by Costume Manager and Company Manager

QUALIFICATIONS

- 2 years + experience as Stage Manager in the performing arts
- Working knowledge of sound, lighting, and flooring needs and options at venues
- Highly organized with strong ability to prioritize and work within time constraints
- Constructive, adaptable, and solution-oriented mindset to troubleshoot quickly
- Great verbal and written skills, bilingual (Spanish and English) preferred
- Valid driver's license required
- Willingness to travel in the USA

COMPENSATION

A per project fee will commensurate with experience.

TO APPLY

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to Executive Director, Juan Castaño at info@calpullidance.org with the subject line "**Stage Manager.**" Individuals proceeding to the interview process will be requested to provide references.

NONDISCRIMINATION POLICY

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.

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