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POSITION: Annex Touring Stage Manager
REPORTS TO: Associate Artistic Producer
JOB TYPE: Seasonal Contract
COMPENSATION: \$32/hour
CONTRACT: September - November 2026

THE ROLE

The Annex Touring Stage Manager will support pre-production planning and logistics, and serve as stage manager for all Ballet BC Annex performances. The junior ensemble of Canada's leading contemporary dance company, Ballet BC Annex tours regionally across the Lower Mainland and British Columbia, and this role will travel with the ensemble as the primary point of contact for dancers and venue representatives while on the road.

The ideal candidate is flexible, collaborative, and highly organized, with strong communication skills and a positive, outreach-oriented approach. Experience or interest in arts education and/or school touring is considered an asset.

KEY RESPONSIBILITIES

Touring Manager

- Collaborate with the Technical Director in creating the touring schedule
- Create and distribute daily information sheets to dancers and touring crew including schedule, travel and accommodation information
- Connect with venue contacts in advance of arrival, and accompany dancers and crew to each venue
- Launder costumes during overnight stops on tour outside of Vancouver, and keep record of any repairs needed
- Organize catering for dancers and touring crew when required
- Attend scheduled production meetings as required
- Assist with production vehicle pack in advance of tour dates
- Maintain Ballet BC Annex database; enter and/or edit information on venues, contacts, crew, and dancers

Stage Manager

- Stage manage each performance, adapting to the needs of each venue
- Assist Technical Director and Stage Carpenter with load in and strike at each venue
- Prepare stage and backstage/dressing room areas for dancers at each venue

- Keep show notes and records of each venue for archival purposes
- Maintain dancer first aid and hospitality kit
- Work collaboratively with the Ballet BC Annex team including Ballet BC Annex dancers, Ballet BC staff, and Ballet BC Annex contractors

SKILLS AND QUALIFICATIONS

- Previous experience in stage management required
- Touring and/or company management experience an asset
- Strong organizational, communication, and problem-solving skills.
- Ability to work independently and collaboratively in fast-paced environments.
- Flexibility and willingness to travel within the province.
- A valid driver's license is considered an asset.
- Standard First Aid certification is considered an asset.

ADDITIONAL INFORMATION

Applications will be accepted until June 10, 2026. To apply, please submit your CV and cover letter to: careers@balletbc.com.

Ballet BC is an equal opportunity employer committed to fostering an inclusive, equitable, and accessible work environment.