

**CITY CONTEMPORARY DANCE COMPANY (CCDC)** is a well-established, world-class performing arts company and one of Hong Kong's leading cultural institutions. We seek candidates interested in a rewarding career in the arts for the following positions:

### **RECRUITMENT – STAGE MANAGER**

Academic qualification **with/or** AT LEAST three years of solid relevant theatre technical and stage management experience.

Fluent in English, Chinese and Putonghua is preferable

#### **JOB DUTY:**

Report to the Technical Director and Production Manager, and is responsible for the followings:

1. To supervise the work of the Deputy Stage Manager and Assistant Stage Managers.
2. To liaise with artistic and technical staff and other relevant parties on all aspects of a production, both prior to and throughout the rehearsal process, and during the run of performances.
3. To liaise with the relevant parties during the rehearsal period to ascertain scenery, lighting, sound, costume, video and cast requirements.
4. To compile and distribute the rehearsal/ technical schedules, having consulted with all relevant parties (including Artistic, Technical, Programme and Marketing departments, and other parties as necessary).
5. To liaise with venues prior to arrival, with regard to local staff manning requirements and call times for rehearsals and shows.
6. To attend rehearsals, technical and production meetings as necessary.
7. To prepare and distribute during rehearsals all show-related paperwork (e.g. lighting synopsis and show running requirements, such as scene changes, sound, light, and costume running plots, etc), as necessary.
8. To ensure the prompt start of rehearsals on stage, both at the beginning and after breaks, by efficient 'calling' of all personnel required.
9. To assist Production Manager to manage and maintain adequate departmental archives, and check that the production file for each production is accurate.

10. To assist Production Manager in developing and maintaining effective teamwork, within and between departments and locations.
11. To carry out other duties and responsibilities as may be reasonably assigned.

Interested parties please send a full CV and a cover letter explaining why you are interested to work in CCDC to [recruitment@ccdc.com.hk](mailto:recruitment@ccdc.com.hk) OR mail to Recruitment CCDC, Flat F, 3/F., Golden Bear Industrial Centre, No. 66-82 Chai Wan Kok Street, Tsuen Wan, N.T., Hong Kong

**Please state your position you apply and expected salary.**

All applications will be treated in strict confidence and personal information will only be used for recruitment related purpose.