



TITLE: PRODUCTION INTERN

Department: Tour	Staffing Classification: Seasonal
Reports To: Production Manager	FLSA Status: Exempt
Date Approved:	Signature:

JOB SUMMARY:

To assist the Production Manager with the planning, preparation and execution of all backstage needs for the production. To develop a safe and efficient set-up and tear-down procedure for backstage area.

ESSENTIAL FUNCTIONS:

(Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Assist Production Manager and production staff during rehearsal period.
2. Develop with the Production Manager procedures for the safe and efficient operation of the backstage area. Responsible for the organization of backstage while on tour.
3. Assist Production Manager and Prop Master in sourcing and purchasing props, equipment and supplies.
4. Operate back curtains during performance.
5. Set-up and take down set, curtains and backstage monitor system.
6. Communicate the preparedness of the performers to Production Manager before performances.
7. Keep the backstage area clear of trash, unused props, and any unnecessary items.
8. Insure that props are in good repair and assist with prop maintenance.
9. Assist in developing the safe and efficient loading and unloading of the backstage equipment truck.
10. Assist in loading and unloading the technical equipment truck, and the setup and take-down of lighting and sound equipment.
11. Assist in the set-up and tear down of back lot at the discretion of the Circus Operations Director. Duties may include but are not limited to: Setting and leveling bunkhouses, running hoses and electrical cords, setting up dishwashing station, setting up picnic tables and dining tent.
12. Must be able to lift at least 50 pounds.
13. Ability to work at heights.
14. Drive company vehicle.
15. Other jobs as needed.

WORKING CONDITIONS:

(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Work is normally conducted in an office environment.

External: Work requires travel throughout Vermont and surrounding states in preparation for and while on summer tour.

PHYSICAL DEMANDS:

(The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with setting up heavy equipment. Work may include lifting, carrying or moving objects and equipment weighing over 50 pounds.

SUPERVISION:

Supervision is received from the Production Manager.

PERIOD OF EMPLOYMENT:

This is an approx. three month seasonal position from end of May to end of August 2019.

To be considered for this position, please contact tour@smirkus.org.

Interested parties please include:

- Cover letter
- Resumé
- Completed [Circus Smirkus Employment Application](#)

Circus Smirkus is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

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