JOB SUMMARY:
Responsible for assisting Production Manager and Show Directors and facilitating communication, scheduling, record keeping and other production needs.

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

- Assist Production Manager in all scheduling needs.
- Using input from directors and coaches, create daily training schedule and distribute to training spaces and key staff.
- Take minutes during daily coaches’ meetings, production meetings and creative meetings; give copy to Production Manager and others as needed for reference.
- Develop and maintain production book and daily rehearsal reports.
- Oversee preparation of training spaces (i.e. tables, trash cans, clocks, sound systems, mats, etc.)
- Insure that coaches and practice areas have everything needed before daily classes begin, including equipment, mats, chalk, lighting and sound needs.
- Take notes while attending classes alongside Director(s); provide notes to Director(s) as needed.
- Communicate department and directorial needs to Production Manager.
- Organize warm up schedule with coaches and directors.
- Assist Production Manager and Production Assistant in developing prop and equipment layout of backstage tent.
- Must be able to lift at least 50 pounds.
- Ability to work at heights.
- 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.

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 inTENTsive Production Manager.

PERIOD OF EMPLOYMENT:
This is an approximately a one-month seasonal position June.

To be considered for this position, please contact tour@smirkus.org.
Interested parties please include:
• Cover letter
• Resumé
• Completed employment application using the Circus Smirkus Employment Portal

CIRCUS SMIRKUS – A PROMISE OF INCLUSION
Throughout history, the circus has sought out and celebrated all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities. It is fundamental to our values to welcome employees, participants, and audience members of all backgrounds with the curiosity, respect, and awe human diversity inspires.

Joining a Circus Smirkus program – as a participant, an employee, or an audience member – means you belong. As a company, we promise to consider only merit in making hiring or program decisions. The only thing that matters to us is your willingness to embrace our values and help us create joy and magic for everyone who encounters a Smirkus program. If you’re smart and talented and willing to work hard, please apply for a job with us!

As a proud upholder of circus tradition we commit to providing everyone equal opportunity to become a star, both in and out of the ring.

http://www.smirkus.org

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