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## TITLE: TOUR BACKLOT & MAINTENANCE SUPERVISOR

Department: Tour	Staffing Classification: Seasonal
Reports To: Tour General Manager, & Operations Director	FLSA Status: Exempt
Date Approved: 30JAN2023	Pay: \$950-1050/wk

### JOB SUMMARY:

Assists Operations Director with planning and performing day-to-day operations, logistics and maintenance of all tour equipment and rolling stock. Oversee Tour backlot layout and operational efficiency.

### ESSENTIAL FUNCTIONS:

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

- Coordinates all planning, preparation and implementation of the logistics and maintenance for the backlot to achieve smooth and efficient operation within budget guidelines.
- Assists Tour General Manager, and Operations Director with the preparation of the Smirkus facility prior to the rehearsal period for use during rehearsals, and post tour.
- In coordination with department heads utilize tour staff pre-rehearsal, rehearsal and on tour to accomplish tasks necessary for smooth efficient operations as assigned by Tour General Manager, and Operations Director.
- Coordinate efficient jump schedules with Head of Tent, CDL tent truck driver, Tour General Manager, and Operations Director.
- Work with Operations Director on developing backlot layout and design for each show site. Responsible for proper and efficient set up of all tour backlot equipment, vehicles, water, and power needs including but not limited to generator power.
- Attend meetings to advise tour staff regarding backlot coordination for future sites and gather post site notes. Provide Tour General Manager, and Operations Director with written backlot notes for each site.
- Responsible for the repair and maintenance and/or upgrades on rolling stock, food service equipment, generator, bleachers, tent structure, and all other tour equipment as needed.
- Serve as resource and assist Technical Director as needed.
- Make recommendations for changes to or replacement of equipment.
- Ensure compliance with state and local code requirements and be available for inspections.
- Support department heads with advice and assistance regarding structural, mechanical, and logistical operations.
- Support staff with physical labor as needed.
- Assures compliance with company purchasing and inventory controls.
- Serve as backup equipment operator as needed.
- Drive company vehicle.
- Other duties as assigned.

### KNOWLEDGE AND EXPERIENCE:

(Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

- Solid understanding of circus tent and equipment operations, including all vehicles and rolling stock.
- Experience in budget compliance
- Good communication skills.
- Proven ability to be organized and detail oriented.



- Ability to respond effectively to emergencies and implement contingency plans.
- Demonstrated ability to work with individuals in all age groups, including children

### **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. Site visits may involve examination of facilities, equipment, or other areas necessary for the smooth and efficient operation of the tour.

### **PHYSICAL DEMANDS:**

(The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, climbing and other physical activities consistent with setting up heavy equipment. Work may include lifting, carrying, or moving objects and equipment weighing over 100 pounds.

### **SUPERVISION:**

Supervision is received from the Tour General Manager, & Operations Director.

### **PERIOD OF EMPLOYMENT:**

This is an approximately four-month seasonal position from 23MAY-29AUG2023.

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To be considered for this position, please contact [jobs@smirkus.org](mailto:jobs@smirkus.org).

Interested parties please include:

- In the subject line, put “TOUR” in all caps and the job title that you are applying for
- Cover letter
- Resumé

### ***CIRCUS SMIRKUS – A PROMISE OF INCLUSION***

*Circus Smirkus celebrates all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities, particularly among our youth population. Joining Circus Smirkus – as a participant, an employee, a volunteer, or an audience member – means you belong. And to all who join, Smirkus asks for you to embrace our values and to help us create joy and magic for everyone who encounters a Smirkus program. We commit to providing everyone equal opportunity to shine— both in and out of the ring.*

<http://www.smirkus.org>

Revised 28JAN2023