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TITLE: PRODUCTION ASSISTANT

Department: Tour	Staffing Classification: Seasonal
Reports To: Production Stage Manager	FLSA Status: Exempt
Date Approved: Feb 15, 2024	Pay: \$600/wk

JOB SUMMARY:

To assist the Production Stage 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.)

- Assist Production Stage Manager and production staff during rehearsal period.
- Develop with the Production Stage Manager procedures for the safe and efficient operation of the backstage area. Responsible for the organization of backstage while on tour.
- Assist the Production Stage Manager, and Props Builder in sourcing, building, and painting of props, equipment, and scenic elements.
- Operate back curtains during performance.
- Set-up and take down set, curtains, and backstage monitor system.
- Communicate the preparedness of the performers to Production Stage Manager before performances.
- Keep the backstage area clear of trash, unused props, and any unnecessary items.
- Ensure that props are in good repair and assist with prop maintenance.
- Assist in developing the safe and efficient loading and unloading of the backstage equipment truck.
- Assist in loading and unloading the technical equipment truck, and the setup and take-down of lighting and sound equipment.
- Assist in the set-up and tear down of back lot at the discretion of the Tour General Manager, and 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.
- Must be able to lift at least 50 pounds.
- Ability to work at heights.
- Drive company vehicle.
- 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 Stage Manager.

PERIOD OF EMPLOYMENT:

This is an approximately three-month seasonal position June 5-Aug 21, 2024.

To be considered for this position, please contact 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.

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