



1 Circus Road
Greensboro, VT 05841
802-533-7443
tour@smirkus.org

TITLE: PRODUCTION MANAGER

Department: Tour	Staffing Classification: Seasonal
Reports To: Executive & Artistic Director and Tour General Manager	FLSA Status: Exempt
Date Approved: 2/13/25	Pay: \$900 - \$1200/wk

JOB SUMMARY:

Coordinates and manages production of the Big Top Tour show from pre-production through tour. Oversees production staff, schedule and budget. Works with the Show Director, Designers and production staff to execute creative vision. While on tour, (responsible for maintaining artistic vision of the directors/designers of the show). Supervise production staff.

ESSENTIAL FUNCTIONS:

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

- Assist and advise Tour General Manager in hiring of production staff.
- Coordinate production meetings during pre-production, rehearsals and on tour.
- Create production calendar; oversee production scheduling through Stage Manager.
- Develop and oversee procedures for the safe and efficient operation of the production department and of all technical needs of the production including lighting, sound, back stage, ring, props, rigging and wardrobe.
- Responsible for clear communication within the department and act as liaison between production and other departments. Communicate with directors, designers and other creative staff to realize artistic vision effectively and on schedule, while accounting for tour-ability.
- Oversee the ordering of the sound and lighting equipment for rental (with Lighting and Sound Designers) within budget.
- Order props, circus and technical equipment, rigging and other materials needed for production within budget. Track production budget during rehearsals and on tour.
- Provide oversight to the Props Builder to assure that all prop and scenic needs are met on schedule, allocate props budget and purchase materials.
- Oversee preparation of training spaces (i.e. tables, trash cans, clocks, sound systems, mats, etc.) along with Stage Manager and Technical Director.
- Ensure that coaches and practice areas have everything needed before daily classes begin, including equipment, mats, chalk, lighting and sound needs.
- Work with Technical Director to ensure that all lighting equipment, sound equipment, set, props and ring parts are in safe and good working condition for rehearsals and for all performances.
- Communicate department and directorial needs to production staff.
- Create show work calls and assure timeliness of show staff in coordination with Stage Manager.
- During rehearsals and on tour, becomes familiar with each production track in order to support and fill in as needed.
- Work closely with Technical Director and Tent Boss to develop and maintain a safe and efficient load-in/load-out procedure.



- In conjunction with the Technical Director, supervise and participate in the loading and unloading of all technical equipment in the equipment truck(s).
- Assist in the set-up and tear-down of all lighting equipment, sound equipment, set, and ring.
- Must be able to lift at least 50 pounds.
- Ability to work at heights.
- Assist in the set-up and tear down of back lot at the discretion of the Tour General Manager and Backlot Manager. Duties may include but not limited to: Setting and leveling bunkhouses, running hoses and electrical cords, setting up dishwashing station, setting up picnic tables and dining tent.
- 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 Tour General Manager and the Show Directors.

PERIOD OF EMPLOYMENT:

This is an approximately three-month seasonal position, June 1 - August 22, 2025.

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 - <http://www.smirkus.org>

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.