



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

## TITLE: TOUR PRODUCTION ASSISTANT

|                                |                                   |
|--------------------------------|-----------------------------------|
| Department: Tour               | Staffing Classification: Seasonal |
| Reports To: Production Manager | FLSA Status: Exempt               |
| Date Approved: 2/13/25         | Pay: \$600-\$650/wk               |

### JOB SUMMARY:

Assist the Stage Manager with the planning, preparation, and execution of all backstage needs for the production. 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 Stage Manager and production staff during rehearsal period.
- Develop with the 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 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 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 Wardrobe Supervisor with laundry as needed.
- Assist in the set-up and tear down of back lot at the discretion of the Tour General Manager. 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.
- 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 Production Manager.

**PERIOD OF EMPLOYMENT:**

This is an approximately three-month seasonal position, June 5 - August 21, 2025.

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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 - <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.*