



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

TITLE: PRODUCTION MANAGER / TECHNICAL DIRECTOR

Department: Tour	Staffing Classification: Seasonal
Reports To: Tour General Manager	FLSA Status: Exempt
Date Approved: 2/12/25	Pay: \$900-\$1000/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. Manages the planning and execution of all technical elements of the production. Lead and facilitate the operations of the technical department. Supervise production staff.

ESSENTIAL FUNCTIONS:

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

- Coordinate production meetings during rehearsals and on tour.
- Create production calendar; oversee production scheduling.
- 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.
- Order props, circus and technical equipment, rigging and other materials needed for production within budget.
- Provide oversight to the Props Builder to assure that all prop and scenic needs are met on schedule, allocate props budget and purchase materials.
- Create show work calls and assure timeliness of show staff.
- Work closely with Tent Boss to develop and maintain a safe and efficient load-in/load-out procedure.
- Oversee the planning and execution of the safe and efficient loading and unloading of technical equipment for travel.
- Responsible for the set-up and tear-down of the lighting system, sound system, set pieces and any other technical equipment.
- Work all performances, assisting Lighting and Sound Technicians and Head Rigger.
- Act as substitute light board operator or sound engineer as needed.
- Responsible for the maintenance and repair of lighting, sound, and electrical equipment.
- Working with Lighting and Sound Designers, oversee the ordering of the lighting and sound equipment for rental within budget.
- Work with Backlot & Maintenance Supervisor and technical team on setup and tear-down of lot power.
- Set up generator with the technical team and oversee generator maintenance with the Backlot & Maintenance Supervisor.



- Communicate and liaise with operations staff in regard to technical logistics.
- Attend department head meetings.
- 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.
- Participate in state and local inspections as needed.
- Assure that all rented tech equipment is picked up on time and returned in good condition at the end of tour.
- 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.

KNOWLEDGE & EXPERIENCE

- A thorough knowledge of technical and safety standards and practices in performing arts environments.
- A cursory understanding of NEC and NFPA (experience in implementation is a plus.)
- Ability to troubleshoot a basic theatrical lighting rig with intelligent fixtures (ETC Ion experience a plus).
- Ability to troubleshoot a basic digitally distributed sound system (Dante certification is a plus).
- Comfort in troubleshooting mid-performance in the presence of an audience.
- Ability to troubleshoot weather related electronic malfunctions
- Ability to work at heights.
- Must be able to lift at least 50 pounds.

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 Tour General Manager.

PERIOD OF EMPLOYMENT:

This is an approximately three-month seasonal position, May 31 - 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

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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.