



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

## TITLE: PRODUCTION STAGE MANAGER

Department: Tour	Staffing Classification: Seasonal
Reports To: Tour General Manager	FLSA Status: Exempt
Date Approved: Jan 31, 2025	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. Responsible for assisting Show Director, and Assistant Director during training/rehearsal period and facilitating communication, scheduling, record keeping and other production needs. 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.)**

- Using input from directors and coaches, create daily training schedule and distribute to training spaces and key staff.
- 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.
- Take minutes during daily coaches' meetings, production meetings and creative meetings; give copy to others as needed for reference.
- Develop and maintain production book and daily rehearsal reports.
- 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.
- Oversee preparation of training spaces (i.e. tables, trash cans, clocks, sound systems, mats, etc.)
- 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.
- Take notes while attending classes alongside Director(s); provide notes to Director(s) as needed.
- Compile notes for each show and send to Production Staff, and Head Coach.
- Communicate department and directorial needs to production staff.
- Organize warm up schedule with coaches and directors.
- Create show work calls and assure timeliness of show staff.



- Communicate with backstage, and House Manager before and during performance.
- With Head Coach, and Production Assistant, develop prop and equipment layout of backstage tent.
- Work closely with Technical Director and Head of Tents 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 Tour General Manager.

### **PERIOD OF EMPLOYMENT:**

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

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