



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

TITLE: STAGE MANAGER

Department: Tour	Staffing Classification: Seasonal
Reports To: Production Manager, Tour GM	FLSA Status: Exempt
Date Approved: Nov 25, 2024	Pay: \$900-\$1000/wk

JOB SUMMARY:

Responsible for assisting Show Directors 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.

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 coaches' and production meetings during rehearsals and on tour in coordination with Production Manager.
- Responsible for clear communication between directors, designers, coaches, other creative team members. Communicate clearly with performers and production staff and act as liaison between production and other departments.
- 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.
- Oversee preparation of training spaces (i.e. tables, trash cans, clocks, sound systems, mats, etc.) along with Production 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.
- Take notes while attending classes alongside Director(s); provide notes to Director(s) as needed.
- Take show notes and create show reports each site.
- 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 in coordination with Production Manager.
- Communicate with backstage, and House Manager before and during performance.
- With Head Coach, and Production Assistant develop prop and equipment layout of backstage tent.
- 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 Production Manager and Tour General Manager.

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

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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.