



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

TITLE: TOUR ASSISTANT BACKLOT & MAINTENANCE SUPERVISOR

Department: Tour	Staffing Classification: Seasonal
Reports To: Backlot & Maintenance Supervisor	FLSA Status: Exempt
Date Approved: 2/14/25	Pay: \$600-\$750/wk

JOB SUMMARY:

Assists Backlot and Maintenance Supervisor with planning and performing day-to-day operations, logistics and maintenance of all tour equipment and rolling stock. Assists in oversight of Tour backlot layout and operational efficiency.

ESSENTIAL FUNCTIONS:

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

- At the discretion of the Backlot and Maintenance Supervisor, supports planning, preparation and implementation of the logistics and maintenance for the backlot to achieve smooth and efficient operation within budget guidelines.
- Assist with the preparation of the Smirkus facility prior to the rehearsal period for use during rehearsals, and post tour.
- Assist with developing backlot layout and design for each show site. Responsible for proper and efficient set up of all tour backlot equipment, vehicles, water and power needs including but not limited to generator power.
- Assist with the repair and maintenance and/or upgrades on rolling stock, food service equipment, generator, bleachers, tent structure, and all other tour equipment as needed.
- Support staff with physical labor as needed.
- Serve as backup equipment operator as needed.
- Drive company vehicle.
- Other duties as assigned.

KNOWLEDGE & EXPERIENCE

- A desire to work with circus tents and equipment operations, including all vehicles and rolling stock.
- Good communication skills.
- Proven ability to be organized and detail oriented.
- Ability to respond effectively to emergencies and implement contingency plans.
- Demonstrated ability to work with individuals in all age groups, including children

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 Backlot & Maintenance Supervisor and Tour General Manager.

PERIOD OF EMPLOYMENT:

This is an approximately two-month seasonal position, June 15 - August 27, 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.