



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

TITLE: TOUR ASSISTANT BACKLOT SUPERVISOR & SWING TECH

Department: Tour	Staffing Classification: Seasonal
Reports To: Backlot & Maintenance Supervisor and Production Manager	FLSA Status: Exempt
Date Approved: 2/18/25	Pay: \$650-\$750/wk

JOB SUMMARY:

This position splits its time between assisting the Backlot and Maintenance Supervisor and providing technical support for the production team. As Assistant Backlot Supervisors, you'll assist with the 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. As Swing Tech, you'll work with the production team as needed to support lighting, rigging, sound, and wardrobe.

ESSENTIAL FUNCTIONS:

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

Assistant Backlot Supervisor

- 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 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.
- Assist the Technical Director as needed.
- Support staff with physical labor 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.

Swing Tech

- Assist Production Manager and production staff during rehearsal period, including prop building.
- Assist with set up of generators with technical team.
- Assist Lighting Technician, Sound Engineer, and Head Rigger in the safe and efficient set-up and take-down of production equipment.
- Assist in developing the safe and efficient loading and unloading of the backstage equipment truck.
- Act as a backup to operate sound board, lighting board, or backstage curtains as needed.
- Assist with inventory of production equipment, costumes, and accessories as needed.



- Assist with maintenance and repair of sound and lighting equipment as needed.
- Assist Wardrobe Supervisor with laundry as needed.
- Assist in loading and unloading the technical equipment truck, and the setup and take-down of lighting and sound equipment.

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 and Maintenance Supervisor and Production Manager.

PERIOD OF EMPLOYMENT:

This is an approximately three-month seasonal position, June 15 - 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.