



## Chicago

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### GENERAL INFORMATION:

**Position Title:** Swing Backstage Manager

**Pay Status:** Non-Exempt

**Job Status:** Part-time

**Reports To:** Production Director & Stage Operations Supervisor

**Employer:** Randolph Entertainment LLC (dba Teatro ZinZanni)

**Start Date:** Negotiable

**Compensation** \$23 Hourly

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### SUMMARY:

Teatro ZinZanni presents a fully integrated evening of entertainment which includes cirque artists, European cabaret, contortionists, jugglers and illusionists with live music and a fabulous multi-course meal.

The smooth operation of Teatro ZinZanni is based on teamwork and the shared responsibility of sales, production and service staff. Our success is determined by the integration of excellent customer service from ticketing to night of show, quality of the show and seamless food and beverage operations.

Teatro Zinzanni's newest show will be performed at our Speigeltent Zazou on the 14th floor of the Cambria hotel in the Theatre District, downtown Chicago.

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### POSITION SUMMARY:

At every step of the guest experience from first contact to follow through, we work to embody Teatro ZinZanni's core values of collaboration, excellence, enthusiasm, and joy. The Backstage Manager Swing works on a team of 1 full-time Backstage Manager and 5 swing Backstage Managers. The Swing is scheduled to run one of the three Backstage Manager tracks as scheduled. This can include rehearsals, afternoon trainings, afternoon or evening performances, and maintenance or PR calls. They work under the leadership of the Stage Operations Supervisor and play a vital role as a collaborator in the room with all departments and artists in rehearsals and performances.

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## **ESSENTIAL FUNCTIONS**

### **Responsibilities and Duties:**

- Learn 2 or 3 tracks in order to cover one of the three Backstage Management show tracks
- Assist in rehearsals, performances, and administrative tasks as assigned
- Take rehearsal notes and/or show notes and provide them to the SM at the end of each night
- Collaborate with SM, Cast, Band, and all Production Departments in logistics pertaining to all performance needs
- Assist full-time staff in setting and maintaining: rigging, scenery, props, and other show equipment
- Execute backstage duties during performances including, but not limited to: prop presets, artist assistance, quick change assistance, moving floor lights, setting/striking aerial acrobatics apparatus, and potentially assist in operating our manual winch system during aerial acts
- Execute emergency repairs to props as needed
- With the Stage Ops Supervisor, maintain pre-show, running, and post show paperwork
- Clean, organize and maintain backstage and prop areas for performance and storage
- Assist performers during training, rehearsals, and shows as required
- Maintain safety conditions at all times and help run emergency action procedures if the need arises
- Interact professionally with guests concerning show needs such as delivering preshow safety talks
- Other tasks as needed by the Production Director, Stage Manager, or Stage Operations Supervisor

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## **JOB QUALIFICATIONS**

### **Essential minimum skills, education, and experience:**

- 2 years professional stage crew experience.
- Excellent organizational skills.
- Patient and calm presence.
- Works well as a collaborator.
- Ability to lead others.
- Excellent eye for detail.
- Knowledge of technical production.
- Ability to articulate and communicate problems.
- Exceptional hand-eye coordination, fine, and gross motor skills.
- Basic computer knowledge.
- Able to lift 50 lbs.
- Able to work in tight spaces.
- Comfortable working at height on ladders or in a lift.
- Creative problem solving

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## **ENVIRONMENT & WORKING SCHEDULE:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Fast-paced, complex theatrical environment incorporating a 275-seat fine dining restaurant.
- Swing Backstage Manager position requires good organizational and communication skills, memory, and the ability to respond to changing demands as needed.
- The atmosphere includes loud noise, bright lighting and strobe lights.

Primary schedule of Tuesday through Sunday for creation periods, or Thursday through Sunday for run of show, with some matinees on Saturdays. Special events and buyouts may require Monday or Tuesday shifts. (Schedule will vary according to the show calendar). Position deals directly with the cast, band, restaurant staff, and patrons. This Swing will ideally work during the early rehearsal period to learn the show and then have regular dates for filling the necessary Backstage Manager shifts. Basic workday during performances is: 2:30pm to 10:30pm with some flexibility for added or subtracted performance or work calls. Matinee calls are typically 9:30am to 3:30pm. Basic workday for rehearsals is: 10am to 7pm with a 1-hour unpaid lunch.

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## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, and talk and hear.
- The employee is required to stand and walk during most of the shift
- The employee must frequently lift and carry up to 40 pounds.

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Don't check off every box in the requirements listed above? Please apply anyway! Studies have shown that marginalized communities - such as women, LGBTQ+ and people of color - are less likely to apply to jobs unless they meet every single qualification. Teatro ZinZanni is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the

job description, we encourage you to still consider submitting an application. You may be just the right candidate for this role or another one of our openings!

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We take pride in the fact that our artists are members of the international circus community. We are an open, inclusive workplace and welcome applicants who bring along with them diverse life experiences, including every permutation of economic and cultural backgrounds, orientation, ethnicity and points of view. We strive to continue our efforts to work with people who may otherwise be marginalized or underrepresented in our business and around our local community.

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TTZ LLC (hereinafter “Teatro ZinZanni” or “Company.”) IS AN EQUAL OPPORTUNITY EMPLOYER. We believe every employee has the right to work in an environment that is free from all forms of unlawful discrimination. Consistent with applicable laws, Teatro ZinZanni makes all decisions involving any aspect of the employment relationship without regard to race, color, sex, pregnancy, creed, religion, age, marital or nursing mother status, national origin, ancestry, citizenship, the presence of any disability (sensory, mental, or physical), medical or genetic information, military or veteran status, sexual orientation, gender identity, gender expression, or any other status or characteristic protected by applicable local, state, or federal law. Discrimination and/or harassment based on any of those factors are inconsistent with our philosophy of doing business and will not be tolerated. This policy of non-discrimination applies to all aspects of recruiting and employment, including compensation, benefits, advancement, transfers, and reductions in force. PLEASE CONTACT THE COMPANY IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION OR TO OTHERWISE PARTICIPATE IN THE APPLICATION PROCESS.

**How to apply:**

Please send a cover letter and resume in PDF format to:

[Chicago-production-jobs@zinzanni.com](mailto:Chicago-production-jobs@zinzanni.com).

Please structure your subject line “Firstname Lastname Swing BSM”