



Woodinville

GENERAL INFORMATION

Position Title: Backstage Manager - Sub

Pay Status: Exempt Non-Exempt

Job Status: Part-time x Full-time Contract

Reports To: Production Stage Manager

Employer: TZ Woodinville LLC

Start Date: May 15, 2019

POSITION SUMMARY:

Replaces either of the fulltime Backstage Managers when they are not at the show. This person moves props and staging as needed during the show with a live audience situation. They interact with cast, band, audience and PSM. Assists the PSM in all rehearsals, performances, and administrative tasks as assigned.

SHOW SUMMARY:

Teatro ZinZanni Woodinville presents a full evening of entertainment, combining cirque artists, European cabaret, contortionists, jugglers and illusionists with live music and a gourmet multi-course meal. Set in an antique jewel box tent imported from Belgium, our newest show "Hollywood and Vine" will be performed at our new location in Woodinville.

ESSENTIAL FUNCTIONS

Responsibilities and Duties:

- Replaces either of the Backstage Managers when they are not at the show
- Assists the Stage Manager in all rehearsals, performances, and administrative tasks as assigned
- Point of contact for performers backstage
- Communicates show needs and changes between production and restaurant
- Collaborates with SM, Cast, Band and all Production Departments in logistics pertaining to all performance needs
- Sets and maintains rigging, scenery, props, and equipment
- Runs a zip lift winch line as needed
- Manage backstage duties during performances including, but not limited to, prop setting and striking, artist assistance, quick change assistance, and moving floor lights
- Execute emergency repairs to props as needed
- Shop for props as needed as well as purchase backstage supplies and equipment
- Create, maintain, and distribute daily Restaurant Crew Moves on white erase board

- With the full time Backstage Manager, maintains pre-show, running, and post show paperwork
- Clean, organize and maintain backstage and prop areas for performance and storage.
- Assists performers during training, rehearsals, and shows as required
- Attend server meeting to discuss show duties and notes
- With SM, maintain and update Production Notes, following up with departments in order to facilitate completion of Production Notes
- Collaborates with other Backstage Manager(s) to organize all hand props and scenery pertaining to all CORE shows, Matinees, and events.
- Maintain safety conditions and helps run emergency procedures in the tent during performances.
- Interact professionally with guests concerning show needs
- Knows emergency procedures and assists with them as assigned
- Responsible for operating the winch as needed for acts and scene changes
- Other tasks as needed by the Backstage Managers, and Production Stage Manager

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- 2 years professional stage crew experience
- Excellent organizational skills
- Patient
- Calm presence
- Works well collaborating with people
- Exceptional hand/eye coordination and gross motor skills
- Able to take complete direction
- Able to document theatrical staging moves
- Excellent eye for detail
- Knowledge of technical production
- Ability to articulate and communicate problems both on paper and speaking to a group
- Computer knowledge in Word and Excel
- Able and willing to work additional hours
- Able to lift 50 lbs.
- Comfortable working on a ladder or in a lift

WORKING SCHEDULE/ENVIRONMENT

Primary schedule is Wednesday through Sunday. Monday and Tuesday are generally days off. Work shifts are: Wednesday-Saturday: 4pm -11pm. Sunday: 3pm-10pm. Matinee Performances: 10am-3:00p. Ability to lift 50lbs. Required to where clean good looking blacks for the show.The schedule may change due to show calendar revisions.

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How to apply:

Please send a cover letter and resume to: Please send your resumé and cover letter in PDF format to production-jobs@zinzanni.com