



Woodinville

GENERAL INFORMATION

Position Title: Backstage Manager

Pay Status: Exempt Non-Exempt

Job Status: Part-time Full-Time

Reports To: Production Stage Manager

Employer: TZ Woodinville LLC

Start Date: 8/12/19

POSITION SUMMARY:

The Backstage Manager works as running crew for the show and helps with daily production issues, assisting the Production Stage Manager by being on headset during the show. The BSM oversees and performs all stage moves, including operation of a motorized zip-lift (moving a performer during aerial acts), during aerial performances does prop repairs, preshow sets and ensures that all artists have the necessary props during the performance and keeps the backstage and stage area's clean and in good working condition. In addition, the Backstage Manager assists with rehearsals as needed, including during changeovers.

SHOW SUMMARY:

Teatro Zinzanni 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 will open in Fall of 2019.

ESSENTIAL FUNCTIONS

Responsibilities and Duties:

Prep days before rehearsal

- Tape out a rehearsal room when necessary
- Load in the props and scenic elements
- Fulfill basic winch and aerial act training
- Prepare the working tracking sheet of props and prop perishables
- Anticipate concerns and/or conflicts between show order and restaurant service, backstage space and storage issues, etc.
- Attend production and preparatory meetings as required
- Prepare script to degree possible

Rehearsal Process:

- Prepare rehearsal space each day for that day's scheduled rehearsal
- Keep daily notes on the production needs from rehearsal and apply them to the production paperwork for the run of the show
- Track all restaurant notes
- Assist performers during training/rehearsals as required

- Learn acts and train with performers in order to assist them during performances – including handing off/receiving props, throwing/catching items, running winch, assisting with magic acts, and running technical equipment as required.
- Enter notes daily in the Production Notes document
- Attend daily Production Meetings, read through Rehearsal Notes and amend them as needed with input from design team
- Open and set up rehearsal space at the start of day; Clean up rehearsal space and lock up and secure the rehearsal spaces each night
- Attend Paper Tech
- Work with fellow production staff to organize all scenic elements, hand props, costumes and backstage areas in a safe and organized way
- Prepare the orders for the rehearsal food and assist in organizing and clearing rehearsal food as needed

Tech Process

- Prepare the production paperwork for going into tech including busser and crew moves and restaurant sheets
- Create a positive working environment for the tech process
- Train the restaurant staff in the technical needs for the show in a safe and positive working environment
- Create a healthy and productive working relationship with the restaurant managers and staff
- Create a healthy and productive working relationship with all staff and cast
- Report to the PSM after each show any notes from the cast, restaurant or production staff that have come up during the show

Show Run:

- Run and maintain show as built by the creative team.
- Keep everyone on schedule for rehearsals and warm-ups on show nights.
- Help create a healthy and positive work environment for the run of the show
- See to performers' needs during the run of the show.
- Coordinate the opening of the tent each night with the restaurant
- Facilitate all performer warm up needs
- Liaison between Production and Restaurant
- Responsible for all rigging, scenery, and equipment used in the show
- Responsible for purchase of consumables and backstage supplies
- Repair and Maintain any scenic element or prop that is needed for the show during the show, as possible. Keep production notes up to date regarding prop repairs and maintenance.
- Work with PSM to adjust the show if needed.
- Work with the PSM to lead an evacuation and emergency plan
- Perform or delegate all manipulation and storage of scenery and props inside venue including cleaning, maintenance, spike marks, safety checks
- With restaurant management, lock up and secure the site each night
- Attend weekly production meetings
- Keep track of BSM production paperwork and have the most current on hand for sub training or in case of emergency and for archive purposes at the end of the run. Continue to give an updated copy to the Production Stage Manager
- Maintain clear communication with BSMs in Chicago to facilitate show clarity and standards, including maintaining run paperwork in such a way that both cities can use it for the run of the show.
- Manage the backstage area
- Manage safety conditions in the tent during performances

- Able to operate the winch for nightly performances
- Train substitute BSMs in appropriate procedures and techniques
- Have fun and be able to enjoy the environment you work in

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

Measurable Standards

- Must perform in a professional manner at all times, maintaining a positive attitude and providing positive public relations
- Accountable. Able to be present and on time for meetings, rehearsal and show calls.
- Able to provide timely completion of duties: meet deadlines. Knows when to issue request for assistance
- Ability to work and communicate well with all types of staff utilizing voicemail, email, computers, and copiers.
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Ability to utilize fine and gross motor skills consistently accurately to operate a winch
- Considerable ability to establish and maintain effective working relationships with individuals and groups of various cultural and socioeconomic backgrounds
- Respectful of the rights of others

Qualifications

- 3 years professional stage crew experience
- Excellent organizational skills
- Able to communicate verbally in a stressful situation
- Patient
- Adaptable
- Calm presence
- Works well collaborating with people
- Ability to lead others
- Excellent eye for detail
- Knowledge of technical production
- Exceptional hand-eye coordination, fine, and gross motor skills for winch operation, past experience with gaming a plus
- Ability to articulate, communicate and solve problems
- Good computer knowledge in Word and Excel
- Able and willing to work additional hours as needed
- Able to lift 60 lbs.
- Able to work in confined spaces
- Comfortable working on ladders and mechanized lifts

WORKING SCHEDULE/ENVIRONMENT

Works in a performance environment. Position deals directly with the cast, band, and restaurant staff and customers. Basic schedule is Wednesday through Sunday.

Basic workday is: 3:00pm to 11:00pm with some flexibility for added or subtracted performance or work calls.

Typical work week consists of 5 shows. Additional shows will be typically be run by BSM subs. Days off will be determined by the PSM. Though the primary schedule can change due to show calendar revisions/ticket sales, a consistent work week will be established by the PSM. Changeovers and holiday season may require additional hours and/or days.

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How to apply:

Please send a cover letter and resume in PDF format to: production-jobs@zinzanni.com
Please title the email: "TZ WV Backstage Manager - Last name, First name"

Exec. Dir.