



Seattle

GENERAL INFORMATION

Position Title: Backstage Manager

Job Status: Full-Time – Non Exempt

Reports To: Production Stage Manager

Start Date: November 2024 – April 2025

Hourly- \$29-\$32 DOE

POSITION SUMMARY:

This position is responsible for working the backstage area of the show at the direction of the Production Stage Manager. The Backstage Manager manages daily backstage needs like staging of prop, artist entrance, timings of stage moves and other technical needs.

Prep days before rehearsal

- With Production Stage Manager load in the props and scenic elements
- With Production Stage Manager train on all show moves
- Prepare and maintain the working tracking sheet of props and prop perishables
- Set up backstage artist needs
- Become familiar with the site and location

Rehearsal Process:

- Prepare for rehearsals each day for what is being scheduled to rehearse
- Keep daily notes on the production needs from rehearsal and apply them into the production paperwork for the run of the show
- Help Production Stage Manager wrangle the artists for rehearsal
- Help Production Stage Manager track all restaurant notes
- Enter notes in the daily Rehearsal Notes document
- Attend daily Production Meetings, read through Rehearsal Notes and amend them as needed with input from design team
- 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 what the restaurant needs
- With PSM keep track of creative team, artists and production team
- With PSM 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
- Report to the PSM after each rehearsal any notes from the cast, restaurant or production staff that have come up during rehearsal and all shows

Show Run:

- Run and Maintain show as built by the creative team
- Work with the PSM to 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
- Coordinate with restaurant the Opening of the tent each night
- Facilitate all Performer warm up needs
- Responsible for tracking and/or purchasing 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 be required or an emergency occur
- Perform or delegate all manipulation and storage of scenery and props inside venue including cleaning, maintenance, spike marks, safety checks
- Attend weekly production meetings with the staff as run by the PSM
- Keep track of all production paperwork and have the most current on hand 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
- 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.
- 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
- Patient
- 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
- Ability to articulate, communicate and solve problems
- Computer knowledge in Word and Excel. Able to document all processes in real time.
- Able and willing to work additional hours when asked
- Able to lift 50 lbs.

WORKING SCHEDULE/ENVIRONMENT

Works in a performance tour 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.

Saturdays or Sundays may have 2 show days. Typical work week consists of 5 shows. Additional shows will be run by BSMs and BSM subs in order to keep the work week at/around 40 hours a week. Though the primary schedule can change due to show calendar revisions/ticket sales, a consistent work week will be established by the PSM.

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 or hear.
- The employee is required to stand and walk during most of the shift.
- The employee must be able to lift of 40lbs as is necessary in the normal flow of the day-to-day workload unassisted.

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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 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: production-jobs@zinzanni.com
Please title the email: "TZ Backstage Manager - Last name, First name"