



Seattle

GENERAL INFORMATION

Position Title: Stage Manager

Job Status: Exempt

Reports To: Director of Operations

Start Date: August 2025

Rate: Salaried \$1,200 - \$1,400per week DOE

SHOW 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 production and service staff. Our success is determined by the excellent integration of the quality of the show and the food and beverage operations.

Our newest show will be performed at our temporary location in Seattle (Show dates October 2025-April 2026).

POSITION SUMMARY:

This position is responsible for calling show cues nightly for the Teatro Zinzanni show as well as organizing and running rehearsals, maintaining company safety standards and supporting technical staff. They also create, maintain and distribute daily/weekly production schedules and reports. They maintain a high level of production standards and production procedures and practices for the company.

This person leads the daily production team with collaborative problem-solving approach to ensure an integrated guest experience. They are a key communicator to Directors, Cast, Band and Production staff, as well as coordinating with the restaurant staff, box office and marketing and work with the restaurant management staff to produce daily /weekly notes. This person must be willing to learn and understand the Backstage Manager positions in order to help solve staging issues. This position works collaboratively with both creative

and technical teams in realizing the artistic vision for Teatro ZinZanni through clear documentation and communication.

The Stage Manager calls the show 5 nights a week and works with the creative team and production stage manager to review the show for quality and maintenance of the artistic vision.

ESSENTIAL FUNCTIONS

Responsibilities and Duties:

- Calls the show 5 nights a week as the Stage Manager and trains 1 sub stage manager for the run
- Works with the directors during rehearsal on blocking, script, cues and documentation.
- Has a good understanding of lighting, sound, props, and backstage workings.
- Understands and can document staging
- Creates and manages rehearsal schedules
- Produces the Production Notes and reviews daily for any needs across dept.
- Coordinates supply lists and orders as needed
- Works with the OM to schedule subs for sound, lights and BSM's for covering matinees or days off.
- Manages artist technical needs and requirements as needed
- With the OM they lead, train and direct all staff in life safety issues
- Writes or reviews nightly show notes for show or staff needs
- Advances the show with artists and Director and technical staff.
- Maintain the show's records and procedures
- Communicates to all staff and cast, and restaurant staff involved the appropriate information
- Creates, maintains, and distributes weekly production schedules and works with the OM to create staff schedules.
- All other duties as assigned.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- 4 years professional stage management experience
- Must be able to call a complicated show
- Good computer skills including spreadsheets
- The ideal candidate will be organized and an effective communicator with a collaborative and solution-oriented mindset
- Must have complete knowledge of theatrical show production
- Experience with circus a plus
- Comfortable communicating with all varieties of production staff from carpenters to technicians
- Eye for detail and attention to delivering high quality work
- Anticipates project needs and proactively delivers
- Fosters trust and open/honest communication with the internal team and others

- Ability to meet deadlines and work well under pressure.
- Strong organizational and communication skills and time management skills
- Ability to prioritize and manage multiple tasks/projects.
- Ability to work independently, be self-directed and demonstrate initiative.
- Positive attitude in the face of challenges

OTHER

- Ability to work collaboratively with others for whom you have no direct supervisory authority.
- Exhibit good judgment and decision-making skills.
- Availability and willingness to work extended hours, including nights, weekends, as necessary.
- Proactively troubleshoot and resolve production issues as they arise

WORKING SCHEDULE/ENVIRONMENT

- Works in a theatrical environment. Must be able to lift & move 40lbs as is necessary in the normal flow of the day-to-day workload unassisted. Can work on a ladder when needed.
- Hours are general show hours 2pm- 11pm; pre-production rehearsal hours are TBD but most likely day and evening.

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How to apply:

Please send a **cover letter and resume** in .pdf format to: **production-jobs@zinzanni.com**