



Seattle

GENERAL INFORMATION

Position Title: Stage Manager Substitute

Job Status: Part-time – Non Exempt

Reports To: Stage Manager

Employer TZZ LLC

Start Date: November 2024 – April 2025

Rate: \$28-\$33 an hour DOE

POSITION SUMMARY:

The Stage Manager Sub provides leadership and oversight for all show operations when the Production Stage Manager is not present. The Stage Manager Sub will also work with the Production Stage Manager to organize and run rehearsals, maintain company safety standards and support technical staff. They will call all cues for sound, lights, music, and prop moves. They work with the Restaurant Manager on emergency procedures between the show and restaurant. They work collaboratively with production, creative and technical teams in realizing the artistic vision for Teatro ZinZanni through clear documentation and communication. This is a high paced and complicated show.

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.

ESSENTIAL FUNCTIONS

Responsibilities and Duties:

- Works with the directors and PSM during rehearsal on blocking, script, cues and documentation.
- Responsible for maintaining the artistic integrity of the show set by the Directors and Production Stage Manager
- Able to call the show cueing to lights, sound, aerial, and music.
- Adheres to running order and makes changes with PSM when needed
- Works with the BSM as the liaison between Restaurant, Cast, Band, Production Staff
- Provide leadership and management for the Cast, Band, and Crew in regard to show related issues when PSM is out.

- Calls the show, cuing lights and sound fully and prop changes when needed
- During the calling of the show SM sub may run a few controls for scenery items when dictated by the show
- Manages artist technical needs and requirements throughout the run of the show
- Checks in with the staff and cast after each show for any notes or technical issues that arise during the show
- Creates and distributes nightly show reports and timing to staff, crew and cast
- Keeps everyone on schedule for rehearsals and warm ups on show nights
- With Restaurant Managers, responsible for securing building at night

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- 4 years of Stage Management experience, preferably across multi disciplines (opera, dance, theatre, musical theatre, concerts, circus...)
- Familiarity with theatre, circus, music, and dance terminology and vocabulary
- Ability to stage manage a complicated, highly technical show
- Creative problem-solving skills, and team and consensus-building skills
- Honesty, integrity, a strong work ethic, good follow-through, and a sense of humor
- Able to think under pressure while maintaining a calm order and timeliness
- Ability to review technical drawings and specifications
- Excellent eye for detail
- Overall knowledge of technical production including, but not limited to, electrics, audio, rigging, and stage mechanics
- Able to supervise production staff who has a working history with Teatro ZinZanni
- Ability to articulate and communicate problems clearly and diplomatically in writing and in person
- Computer knowledge with Mac operating software and the Microsoft Office Suites
- Ability to work independently and in collaboration with a team
- Strong leadership skills
- Adaptable, effective and sensitive working with artists of different cultures

WORKING SCHEDULE/ENVIRONMENT

Works in a performance environment. Position deals directly with the cast, and restaurant staff and customers. Stage Manager Sub operates as scheduled by the SM. Basic workday is: 3pm to 11:00pm when needed with some flexibility for added or subtracted performance or work calls. Matinee calls are typically 9:30am to 3:30pm.

This position will work with the team during the rehearsal process and will sub into the position on a regular basis throughout the run.

Must be able to lift 40lbs, be able to see in low light circumstances.

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.

TZZ 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 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 Stage Manager (Sub) - Last name, First name”