



# Seattle

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## GENERAL INFORMATION

**Position Title:** Backstage Manager

**Job Status:** Full-Time X

**Reports To:** Director of Operations

**Start Date:** Aug. 2025 – April 2026

**Hourly-** \$29-\$31 DOE

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## POSITION SUMMARY:

This position is responsible for working the backstage area of the show at the direction of the Stage Manager. The Backstage Manager manages daily backstage needs like staging of props, coordination artists entrances, timings of stage moves and other technical needs. This position also operates the winch during the show.

### Prep days before rehearsal

- Load in the props and scenic elements in coordination with others.
- With the Stage Manager they train on all show prop or aerial moves
- Prepare the tracking sheet of props and prop perishables
- Set up backstage artist needs
- Become familiar with the winch and it's operation.

### Rehearsal Process:

- Prepare rehearsal 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 Stage Manager wrangle the artists for rehearsal
- Help Stage Manager track all restaurant notes
- Enter notes in the daily Rehearsal Notes document and keep Production notes up to date
- Attend nightly 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 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 SM keep track of creative team, artists and production team
- With SM 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 SM after each rehearsal 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
- Work with the SM 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 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 Stage Manager to adjust the show if needed.
- Work with the Stage Manager 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 General Manager
- 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 Stage Manager
- Have fun and be able to enjoy the environment you work in
- Operates the winch during the show

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## **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.

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## **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 SM.

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### **How to apply:**

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