

GENERAL INFORMATION

Position Title: Production Stage Manager

Job Status: Full-time 10-11 month salaried contract

Reports To: VP of Production

Supervises: Stage Manager, Lighting Supervisor, Sound Supervisor and Backstage Mangers, and subs for these positions.

Works in coordination with: Artistic Directors and the Director of Food and Beverage Operations

Start Date: June 2023

Rate: Salaried - \$5,800-\$6,400 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 2023-March 2023).

POSITION SUMMARY:

The Production Stage Manager (PSM) is an operational position that works in close cooperation with TZZ Director of Food and Beverage Operations.

The PSM is responsible for all show communications. They will schedule regular meetings with directors, cast, band, production staff, department heads, and restaurant staff to share information, administrative protocols, and performance protocols with the team.

The PSM will manage the production staff and schedule any additional labor as needed. They will oversee and manage the Production Dept. staff schedule and budget for matinee staff and time-off requests.

They will work with the Stage Manager and Restaurant management to provide comprehensive show reports at the end of each show.

This position supports the Director in show development planning and will work with the Stage Manager to schedule all rehearsals, take notes on blocking, props,

costumes, and staging at rehearsals and distribute notes daily. Operationally, the PSM is responsible for show management and finding solutions to any daily/weekly ongoing production and artistic issues. The PSM is also the liaison between production and restaurant operations by communicating show needs to ensure seamless integration of the guest experience. They will work with the Stage Manager and restaurant operations to deliver a comprehensive show report for each show. Show artists changes may occur during this run and may require advance coordination of technical needs for new acts.

As needed, the PSM will coordinate all internal marketing and PR events to ensure operational success.

The PSM will also work with the VP of Production to plan the installation of the site up until the show schedule does not allow for that. This will include timeline planning, hiring, scheduling labor and equipment.

ESSENTIAL FUNCTIONS

Responsibilities and Duties:

- Models' integration of Teatro ZinZanni's Vision and Values of collaboration, excellence, enthusiasm, and joy in performance of daily duties
- Works with Artistic Directors and VP of Production as an active participant in achieving artistic goals, ensuring consistent quality, guaranteeing a high level of performance maintenance and preserving highest production values.
- Advances the show schedules with Director and production team including general rehearsal schedule, band schedule, labor schedule and any others as needed.
- Advances and manages the show technical needs with artists, band and staff.
- Coordinates daily/weekly schedules with Cast and Band.
- Ensures that all blocking notes are taken and that they are understood by technical staff.
- Sets the standard for stage management performance reports and ensures they are followed.
- Oversees rehearsals with the Stage Manager and documents all rehearsals with follow-up notes.
- Directs all staff in life safety issues and manages all safety training for the facility.
- Writes or reviews nightly show notes for performance, restaurant and production needs and creates other reports as needed.
- Oversees Stage Manager to ensure that all information is up to date and communicated in a timely way.
- Assists Artistic Director as eye on show when directors are not onsite.

- Ensures that all prop, costume & technical needs are communicated in writing and to appropriate people.
- Ensures that stage management communicates with Restaurant Management re: changes, timing, etc.
- Maintain the show's records including sound, lights, and stage manager documentation and procedures in the computer files.
- Helps to develop talented and dedicated run crew, wardrobe crew, and other deck personnel.
- Provides timely feedback to these staff to ensure a great team.
- Coordinates with outside vendors to acquire rental equipment; ensure effective pricing and timely delivery of show related equipment as needed.
- Keeps track of logistical and scheduling details and communicates effectively with team.
- Coordinates with Marketing and PR on timing and appropriate working protocol for on and offsite events.
- Coordinates with departments on front-of-house/ back- of- house needs.
- Leads weekly production meetings.
- Plans and approves and has budget oversight for all staffing for payroll.
- Works cooperatively with administrative staff.
- Maintains a working knowledge of any union contracts and ensures compliance.
- Professionally represents Teatro ZinZanni at all times.
- Complete all other duties as assigned.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience

- Minimum 5 years production stage management experience in musical theater, opera, cirque or dinner theater.
- Knowledge of industry standards relative to performing arts and technical theater including stage, sound, lighting, and rigging.
- Comprehensive working experience in professional performing arts and technical theater.
- Budget management experience
- Ability to deal appropriately and professionally with artist's, union members, producers, on- and off-site staff, vendors and patrons. Ability to anticipate

problems or to identify them before significant impact on the show and expenses.

- Excellent organizational skills
- Can direct all levels of backstage paperwork
- Strong leader and communicator
- Ability to create a happy, collaborative production environment
- Excellent eye for detail
- Ability to take complete stage notes
- Staff management skills
- Proficient writing and the use of word-processing and excel spreadsheets
- Ability to multi-task and to be successful in a high volume fast-paced environment.
- Ability to call the show if needed.
- Ability to develop a new team of employees toward a unified collaborative approach to problem solving.
- Experience with cirque type shows helpful
- Experience with show setups

WORKING SCHEDULE/ENVIRONMENT

Fast-paced, complex theatrical environment incorporating a 285-seat fine dining restaurant. Primary schedule of Wednesday through Sunday, 2pm through the end of the show. (Schedule is subject to change and will vary according to the show calendar).

- Ability to lift and carry up to 40 lbs.
- Ability to sit at, and operate a computer for extended periods-of-time
- .Ability to access all sound, lighting and stage areas and equipment.
- Ability to drive to local vendors.
- Ability to work long and irregular hours, nights, weekends and Holidays
- Valid driver's license and safe driving record
- CPR/AED Training.

To Apply: Please send a cover letter and resume in PDF format to: production-jobs@zinzanni.com