



Job Title:	Deck Manager		
Department/Group:	Production	Reporting To:	Stage Manager
Salary/Contract length:	\$375 / wk for 11 weeks	Position Type:	Seasonal
Search Process:	Applications will be evaluated on a rolling basis.	Contract Dates:	June 17-Sept 1, 2024
To Apply:	Submit cover letter, resume, and contact info for three references to jobs@winniplayhouse.org		

ROLE AND RESPONSIBILITIES

The deck manager is responsible for overseeing backstage operations throughout the season. They coordinate with the stage manager to maintain the integrity of the production by ensuring that backstage technical elements and scene shifts can be executed safely and efficiently, and as designed.

Essential Duties:

- Oversee 1-5 additional run crew members, depending on the production.
- Attend all technical rehearsals, dress rehearsals and performances for all five productions in the season. Attend designer runs when feasible.
- Assist the stage manager with establishing the backstage layout and traffic patterns of people and scenery.
- Coordinate with the stage manager to determine specific tracks for the run crew and keep run sheets updated to reflect any changes.
- Complete pre-show and post-show duties as assigned. This may include sweeping/mopping/vacuuming, prop preset/reset, moving scenery/furniture.
- Support special events including backstage tours and photo calls. This may require an adjustment to pre-show call time or post-show departure time on certain days.
- Execute show duties accurately and efficiently.
- Assist the stage manager with any necessary adjustments or quick repairs to scenery or props during a performance.
- Coordinate with the stage manager and props supervisor to replenish consumables as needed.
- Note any maintenance needs to set pieces and props and communicate those needs to the stage manager.
- Participate in all strikes, which will follow the final performance and last for several hours.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum Physical Requirements:

- This position requires the employee to hear, see, move freely, climb stairs and ladders, work safely at heights, and lift 50lbs or more.

Minimum industry specific qualifications:

- Excellent organizational, interpersonal, time management, multi-tasking, problem solving and communication skills.
- Detail-oriented and able to work in a fast-paced environment.
- Able to work independently when needed, as well as collaboratively as a member of a team.
- Able to operate basic power tools safely.

Minimum education/experience requirements:

- Previous experience as a run crew member is strongly preferred.
- It is preferable that each applicant have a valid driver’s license.

The Winnepesaukee Playhouse is dedicated to inclusive hiring and the principle that art thrives in a diverse environment. All qualified applicants will receive consideration for employment. The Playhouse does not discriminate based on race, color, religion, sex, gender identity or expression, sexuality, national origin, disability, or age.

Last Updated By:	Amanda Dickinson	Date/Time:	2/12/24
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