



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Amphitheater Backstage Manager

Non-Exempt: Hourly worker and **Seasonal Summer Employee**

Position Summary:

Learn and cue the Medora Musical scene changes and backstage activities while assisting the amphitheatre manager with daily business.

Essential Job Functions:

- Schedule the Medora Musical backstage and spotlight crew.
- Review and execute the preset checklist.
- Supervise backstage crew in association with Stagewest tech personnel.
- Maintain special effects equipment.
- Supervise the shuttling of the cast, band, and variety acts to and from the set.
- Call warnings for all scenery shifts as well as cues.
- Respond to Stage Manager's notes concerning safety, prop placement, and scene changes.
- Overall responsibility for the Medora Trail Riders including their safety and duties.
- Upon completion of performance, strike props and scenery.
- Supervise the care of company equipment by Stagewest performers and technicians.
- Supervise the trash pickup after each show.
- In consultation with front of house manager, assign four golf cart drivers and three escalator operators for the end of each show.
- Responsible for securing dressing rooms, sound, light, band and depot shacks and turning off House and running lights.
- Approve and submit time records along with the Amphitheater Front of House Manager.
- Prepare theater by cleaning, performing minor maintenance repairs, reporting major repairs to maintenance, and training amphitheater day crew.
- Assist production staff with building props at start of season.
- Participate in the development of the show during the rehearsal process and assign backstage crew duties to execute nightly performances.
- Maintain tech crew and rider costumes.
- Participate in supervision of amphitheater day crew.
- Supervise trash collection on entire top of hill, escalator area, and walkway.
- Ensure sanitation in all theater restrooms.
- Supervise stage surface cleaning for show.
- Maintain basement, lights, and sound booth cleanliness.
- Assist in maintenance of the Burning Hills Amphitheater in cooperation with the Burning Hills Amphitheater Manager and Amphitheatre Maintenance Technician personnel. Report maintenance requests to plant and maintenance supervisors.
- Report foliage growth to grounds department for control as necessary.

- Apply a theater atmosphere and professional conduct as directed by the Amphitheater Manager.
- Develop safety regulations in conjunction with the Amphitheatre Manager.
- Schedule personnel for various attractions.
- Train, schedule, and orientate the seasonal employees in the department.
- Attend and participate in weekly managers meetings and scheduled departmental meetings.
- Maintain a high level of employee morale; work to reduce employee turnover; ensure fairness of disciplinary decisions among all assigned departments; respond to employee complaints or problems in a fair and consistent manner.
- Evaluate seasonal staff in accordance with TRMF policy.
- Use management skills to prevent problems and solve issues at the earliest possible opportunity.
- Verify the accuracy of the information reported on weekly timesheets; ensure that timesheets are delivered to the accounting staff in accordance with TRMF policy.
- Maintain a positive work atmosphere by communicating and behaving in a manner congenial to guests, coworkers and administration; conduct business promptly, dependably and professionally.
- Help to maintain a safe, productive and comfortable work environment for permanent and seasonal staff.
- Adhere to and ensure staff adherence to TRMF uniform policy.
- Serve as the Medora Musical Deck Manager during nightly performances.

Other Responsibilities:

- Any other duties as assigned by the Amphitheater Manager.

ADA Requirements

- Continuously
 - Stand
 - Visual acuity to determine accuracy, neatness and thoroughness of work assigned, close proximity use of computer software and determine safety of workplace surroundings for themselves and guests.
- Frequently
 - Walking
 - Lifting up to 50 pounds.
 - Carrying up to 50 pounds.
- Occasionally
 - Sitting
 - Climbing
 - Balancing
 - Talking
 - Hearing
 - Pushing or Pulling
- Environmental Conditions
 - Continuously working in outdoor conditions
 - Frequently working in hot and/humid conditions.
 - Frequently working in cool outdoor conditions.

Qualifications and Education Requirements:

- Must possess knowledge and interest in theater operation
- Must possess a high degree of managerial and interpersonal relationship skills.
- Must have knowledge of sanitation and health requirements.

- Must have knowledge of theater terminology, practices, and traditions.
- Must have a valid driver's license.
- Must be able to work in a wide variety of weather conditions.
- Must be able to lift and move 50 lbs or more on a regular basis.
- Must be willing to work overtime throughout the summer.
- Must be capable of doing a variety of physical work.
- Must be able to make fast decisions that promote safety and exceptional experience for the traveling public and staff.
- Must be able to make immediate decisions in emergency situations

Supervision:

- This position is responsible for supervising the theater technicians each evening and will supervise daily responsibilities of the amphitheater crew.
- This person will respond to the Burning Hills Amphitheater Manager.