Northlight Theatre Production Department  
Job Description  
2023-2024 Season  

Job Title: Floor Manager  
Category: Temporary - Hourly, Non-Exempt  

Overall Description: Working under the supervision of the Production Manager and Stage Manager, the Floor Manager is responsible for the general maintenance and organization of all Northlight backstage areas, for functioning as run crew on each show in a variety of capacities, and completing light maintenance tasks in carpentry, properties, and paint at the Theatre and Scene Shop as requested.  

Responsibilities include but are not limited to:  
- Attend all technical rehearsals, dress rehearsals, and technical note sessions, communicate concerns and solutions, and execute all resulting notes in a timely fashion.  
- Work with Stage Manager, Props Designer, and Production Manager on all backstage set-up and strike, including prop tables, running lights, quick-change booths, tech tables, etc.  
- Assist with the load-out of the rehearsal room into the theatre, and the strike of properties at the end of the run.  
- Maintain all paperwork necessary for the run of the production, and train others when applicable.  
- Run the assigned deck crew track, including replenishing and preparing food props, through tech, previews, and all performances, within the weekly allowance of hours.  
- Wear appropriate black clothing or costume as determined on a per show basis while running each performance.  
- Perform general minor maintenance, upkeep, and occasional sourcing on all production elements and assist other departments when needed.  
- Secure the Theatre at the end of each performance and set up the ghost light. The Floor Manager is the last Northlight staff person out of the building unless released by Production Manager or Stage Manager and must sign out with the Building Operations Personnel.  
- Inventory and maintenance of the backstage areas in professional condition.  
- Support all other Northlight activities such as Reading Series, One Night Events, educational programming, publicity or press appearances, fundraising events, etc. if so requested and mutually agreed.  
- Follow Northlight safety practices, and maintain all backstage areas in a safe and organized state. Use all equipment safely.  
- Perform any additional duties as assigned by the Stage Manager or Production Manager.  
- Work within time and budgetary parameters as provided by the Production Manager.  
- Adhere to Northlight policies as listed in Employee Handbook and Guest Artist Handbook.  

Qualifications:  
- Must have basic carpentry, rigging, and electrics skills, including familiarity with hand tools, small power tools, and theatrical lighting equipment. Must be able to climb the grid/catwalk. Must be able to lift 35+ lbs. Excellent interpersonal skills required. Stage Management or run crew experience is a plus.