

Northlight Theatre Production Department

Job Description

2026-2027 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, paint, and rigging 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 Supervisor, 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 other run crew when applicable.
- Run the assigned deck crew track, including replenishing and preparing food props, through tech, previews, and all performances, within the predetermined weekly allowance of hours.
- Wear appropriate black clothing or costume as determined on a per show basis while running each performance.
- Perform general inspection, maintenance, upkeep, and repair on all scenic elements, as well as occasional sourcing of stage supplies. 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 may be required to sign out with Building Operations Personnel.
- Manage stage inventory and maintain the backstage areas in a clean and professional condition.
- Assure organized, secure, and protective storage of stage equipment and supplies.
- 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.
- To adhere to all policies and safety protocols as listed in the Employee and Guest Artist Handbooks at all times, and to provide updated information to Production Manager as needed to keep Handbooks up to date.

Qualifications:

- Must have carpentry, rigging, and electrics skills, including familiarity with hand tools, small power tools, and theatrical lighting equipment. Must have experience in safe operation of linesets. Must be able to work in the catwalks. Must be able to lift 50+ lbs. Excellent interpersonal skills required. Previous run crew and stage carpentry experience required. Rigging experience is a plus.