

The Vero Beach Theatre Guild

Deck Boss – Job Description

This document outlines the responsibilities and expectations for the role of **Deck Boss** at The Vero Beach Theatre Guild. This is a non-contractual position.

Position Title: Deck Boss

Type of Position: Show Based Stipend Role (Paid per show of the season)

Reports To: Production Stage Manager (PSM); Design Director; VBTG Board President

Primary Responsibilities:

1. Crew Supervision

- Help PSM ensure all crew arrive on time and sign in for each performance.
- Supervise and direct all backstage crew operations during technical rehearsals and performances.
- Maintain discipline, efficiency, and safety among backstage personnel.
- Strong leadership skills and maturity

2. Scene Change Execution

- Oversee the preparation, coordination, and execution of all scene changes and scenic transitions both in advance by creating run sheets as well as during performances.
- Ensure all transitions are completed safely, quietly, and efficiently with additional rehearsal if needed.

3. Backstage Management

- Maintain a clean, organized, and hazard-free backstage area, and report any shortcomings to PSM and/or implement safety measures.
- Oversee the placement and handling of props, scenic pieces, and set dressing.
- Pre- and post-performance duties of turning off lights, setting out ghost light, a/c unit, and locking of actors alley door (both sides).

4. Communication and Cues

- Maintain headset communication with the Stage Manager during all rehearsals and performances.
- Give and receive technical cues as directed.

5. Rehearsals and Meetings

- Attend all required technical rehearsals, dress rehearsals, and production meetings.
- Participate in walk-throughs to establish traffic patterns and safety protocols.

6. Strike and Load-In Participation

- Assist with the load-in, set-up, and strike of all scenic and backstage elements as asked.
- Ensure safe and proper handling and storage of all technical items.

7. Training and Support

- Help train and onboard any volunteer or temporary crew members as needed.
- Collaborate with other technical staff to support the smooth operation of the production.
- During performances step in as needed to help with emergency repairs to scenic elements, props, and costumes.

General Expectations:

Deck Boss is expected to:

- Maintain professionalism, respect, maturity, and cooperativeness toward all cast, crew, and staff.
- Arrive on time for all scheduled calls and fulfill duties to the best of their ability throughout the entire required rehearsal and performances of each show.
- Communicate clearly and promptly with supervisors regarding any conflicts or concerns.
- Always maintain a clean and organized backstage space
- Maintain a clean and professional appearance

- This job description is intended as a general guideline and may be adjusted based on the specific needs of each production.
- This applicant must be 21 years of age or older
- The selected applicant will be required to pass a background check as the Theatre Guild has multiple age groups in their productions so sometimes work with minors is required.
- Please submit a resume with three references when applying
- If selected an interview will be held with the Theatre Guild Board President, Production Stage Manager and other members of the Theatre Guild Board of Directors.

The Vero Beach Theatre Guild is the longest running Community Theatre on the Treasure Coast now in its 68th season. It is a local 501(c)(3) organization. The Guild is committed to creating a welcoming and inclusive space for all artists. We encourage applicants of all races, ethnicities, gender identities, body types, abilities, and backgrounds to apply. If you require any accommodations to make your application process more accessible, please let us know.

All applications must be sent to Dee Rose, Vero Beach Theatre Guild President by email at dee@verobeachtheatreguild.com