



Taproot Theatre tells stories of hope, serving the Pacific Northwest through live theatre and educational programs.

Production Associate Job Description

Department: Production	Pay Range: \$21/hr
Supervisor: Associate Artistic Director	Status: 30 hours a week
<i>Job Description Revised November 2024</i>	Location: Seattle, WA
Desired Start Date: April 2025	

Position Overview: This position is responsible for basic production work, stage management, and a range of other tasks. Candidates must have stage management and production experience. The successful candidate will be collaborative, service-oriented, highly self-motivated, and eager to learn new ways of working. This position requires evening and weekend availability and an average of 30 hours per week (additional hours would need to be approved by the Supervisor).

Direct Reports: None

Areas of Responsibility

- *Stage Management*
 - Possibility to serve as Stage Manager/Assistant Stage Manager 1 – 2 shows a season (and other related events), as needed
 - Participate in Stage Management Prep Weeks for first rehearsal, designers runs, tech weeks, understudy rehearsals, etc.
 - Participate with closing night strikes
 - Assist with Uncorked, Sneak Peek, and Gala (and other related events)
 - Planning logistics, Serve as Stage Manager/Assistant Stage Manager/ Board Operator, pull props and set pieces with the Director of Production, as needed
 - Building management: maintaining spaces, stock greenroom, Stage Management kits (including offsite), events etc.
- *Production Support (Administration)*
 - Collaborating with the Production Manager to create and distribute all the information that everybody needs for productions—designers, actors, etc.
 - Collaborate with the Associate Artistic Director to help organize, schedule auditions and work as audition check in/out.
 - Assist with organizing and distributing actor packets, pre-production paperwork, etc.
 - Being on book during tech rehearsals, assisting with understudy rehearsals, taking lines notes and distributing them to the cast, as needed (additional hours would need to be approved by the Supervisor).
 - Maintain and organize the Production Archives, Employee Database and show files
 - Assist the Director of Production & Production Manager in setting up for tech rehearsals
 - Assist with purchasing food and setting up hospitality for first rehearsals and other events as needed
 - Serve as Production Coordinator for Acting Studio camps and report to the Production Manager & Manager of Education & Outreach
 - Attend and take notes (as needed) for company meetings and production meetings and send reminders as instructed by the Production Manager.
 - Help create technical job postings & following up with potential candidates

- Assist with Budget tracking and reporting, as needed
- Pick Up/Drop Off Dry Cleaning, as needed
- Assist production department members with tasks as needed
- *Production Support (Technical)*
 - Prop rentals
 - Communicate with perspective rentals and schedule a tour of prop storage and help with selection.
 - Keep accurate lists of borrowed items, send invoices for payment as needed, ensure returns are prompt and items are put away
 - Manage the Taproot prop communications, all requests must be approved by TTC Director of Production
 - Maintain cleanliness, organize & maintain the prop storage including keeping records of what we have in stock, repairing props, etc.
 - Serve as Props Master for Acting Studio Camps, RoCo Touring and Christmas Touring, as needed by TTC Director of Production
 - *Assist with Scenic*
 - Help the Director of Production with scenic painting
 - Hang black masking as needed
 - Repainting floors in both performance spaces. Jewell-every show, Isaac - as requested.
 - Lay carpet backstage prior to 1st Dress
 - Glow tape the set and maintain white tape in the house (specifically prior to Invited Dress)
 - *Production Tech Support*
 - Tech support for Sharepoint
 - Production meetings—run the Zoom account, taking notes and distributing notes to the creative team.

Desired Qualifications/Skills:

- Compatibility with Taproot Theatre's mission and values
- Bachelor's Degree or comparable arts experience
- Stage management experience preferred
- Props, Electrics and/or audio experience a plus
- Comfortable working with youth theatre
- Organized, flexible, and responsible with a high attention to detail, and strong ability to multitask
- Works well both in a team environment and independently in a fast-paced environment
- Possess excellent communications skills, a positive attitude and strong leadership skills
- Collaborative approach to work, eagerness to tackle complex tasks, desire to facilitate an open and creative working environment
- Proficient with Microsoft Office and Google Workspace

Benefits: This position is not eligible for Health, Dental, and Vision insurance. Sick and vacation time will accrue at rates documented in the Taproot Theatre Company Employee Handbook.

The Taproot Theatre, dba Taproot Theatre Company (Taproot), prohibits and will not tolerate unlawful discrimination in employment of qualified employees and applicants. Taproot prohibits unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, age, disability, genetic information, honorably discharged veteran or military status, citizenship or immigration status, or any other legally protected category protected by applicable federal, state, or local law. As a religious organization, Taproot gives lawful preference in employment to certain employees and prospective employees on the basis of religion.

Equity & Inclusion: Taproot strives to become an anti-racist organization that prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees

may be asked to participate in regular trainings and discussions and to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression that permeate our industry.

Faith at Taproot: Taproot Theatre Company is incorporated as both a non-profit theatre and a religious organization. Our organization operates outside of church oversight and across denominations. Currently, all permanent Taproot staff are invited, but not required, to participate in corporate prayer and many, but not all, self-identify as Christians. Seasonal workers and guest artists may choose not to participate in these customs and represent a diversity of backgrounds and faith traditions. Taproot Theatre welcomes people of all faith traditions who are comfortable working in a Christian environment to apply for open positions and does not preference candidates for non-director positions on the basis of religion.

Physical Requirements: This position requires frequent lifting, sitting or standing, manual dexterity to operate phones, computers, theatre equipment, and other office equipment. The majority of work will be done in Taproot's performance, production, storage, administrative office and rehearsal spaces with occasional visits to external environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Public Health: Taproot Theatre Company requires every employee, volunteer, and contractor to present proof of vaccination against COVID-19. Proof of vaccination can be vaccine card (copy or photo accepted), WA state immunization printout, or verified medical record printout from medical provider.

To apply, submit a cover letter and resume to Brettenev Beverly, Associate Artistic Director, at brettenevb@taproottheatre.org.