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

Technical Director Job Description

Department: Production	**Annual Salary:** $70,000 - $90,000 annually, depending on experience, relevant skill, and qualifications
Supervisor: Director of Production	**Status**: Full time, non-exempt, benefits eligible
Job Description Revised: November 2026	**Location:** Seattle, WA
	Position Open Until Filled

Position Overview: Under supervision of the Director of Production, the Technical Director (TD) is responsible for efficiently assisting in the day-to-day managing of the Production Department and the successful mounting of all Taproot productions. This position plays an integral part in developing Production Department policies and standards for safety and communication. As Technical Director your primary focus and responsibility is to support all technical needs for Taproot productions, camps, and outreach activities. This includes planning, scheduling, engineering, executing, and supervising to ensure the safe, efficient, and timely production of all events as well as ensure the accurate construction and implementation of designs in line with the artistic vision and allocated resources. Working in collaboration with the Director of Production, this position plays a key role in cultivating a culture that is positive, efficient, inclusive, educational, and collaborative.

This job description is not intended to be finite and all-inclusive. Rather, it provides general responsibilities and expectations. The essential functions of this position may change as operational needs demand.

Primary Areas of Responsibility

Production and Designer Communication

- Collaborate with Director of Production in the executing of all technical elements for Taproot's Mainstage, Studio, Education and Outreach productions, as well as special events. This includes scenery, lighting, properties, sound, special effects, and video.
- Maintain clear communication with designers and production staff to ensure successful integration of each show's technical elements.
- Attend all design presentations, meetings, rehearsals, and run-throughs as designated by the Director of Production.
- Prepare a build, load-in, and strike schedule for each production.
- Oversee load-in, builds, strikes and work calls during the production process coordinating activity with other staff.
- At the discretion of the Director of Production, lead or assist with scenic construction and light hang/focus when necessary.
- Recruit necessary staff and over-hires to execute load-ins, builds, and strikes, as well as hiring light and sound operators.
- With the Director of Production, create technical drawings for all scenic elements and coordinate with Scenic Builder/Carpenter on plans, inventory, and scene shop maintenance.
- Prepare, organize, and communicate relevant technical information to other staff members ensuring productions are built, installed, and struck in a timely, safe, and resource efficient manner.

Supervision and Management

- Supervise, manage, and support the technical staff for each production including build over-hire, sound engineer, master electrician, and other technical staff to promote a safe, healthy, and productive working environment.

- Responsible for documenting, tracking, and addressing production notes and technical needs throughout the run of each production, including but not limited to mainstage and touring productions, ensuring all technical elements are maintained and functioning as intended.
- Actively participate in team building, fostering a work environment incorporating the values of Taproot.
- Coach and develop staff and over-hire employees by monitoring the quality of employees' work and providing constructive feedback.
- Review and revise budget estimates, including labor, for each production by tracking all relevant information and ensuring these requests match the allocated budgets.
- With the Production staff, project and track relevant expenses for each production.
- Coordinate with Director of Production to ensure all materials and equipment are purchased in a timely and resourceful manner.
- Directly supervise Master Electrician, board operators, and props masters.
- Attend company events, including fundraisers, as needed.
- Other duties as required.

Required Qualifications/Skills:

- MFA preferred, Bachelor's required, or equivalent professional theatre work experience in theatre technical direction leading teams.
- Compatibility with Taproot Theatre's mission and values, possess a love of theatre arts, and a desire to support both artists and patrons.
- Solid interpersonal communication (verbal and written) and organizational skills.
- Ability to work independently and concurrently on multiple projects.
- Must be available to work flexible hours/days, including evenings and weekends, based on the production calendar.
- Commitment to creating and maintaining an equitable, inclusive, and anti-racist environment.
- Strong project management skills to help deliver complex and detailed productions.
- Experience preparing budgets, labor estimates, calendars, and staffing schedules.
- Ability to read and interpret technical drawings, plans, and plots for all technical elements of a theater production.
- Significant experience with AutoCAD and/or Vectorworks**.**
- Successful candidates will be adept at managing competing priorities, navigating emergent challenges, and proactively identifying and mitigating risk.

Optional Skills:

- Photoshop, Sketch-Up, Scenic Painting, Multimedia Production
- Scenic, lighting and/or sound design background
- Facilities/maintenance/repair experience

Benefits:

- This position is eligible for paid time off, vacation, health, dental, vision benefits, and participation in Taproot's 403b plan.
- Scheduling is semi-flexible, 40+ hours/week depending on Taproot production schedule.
- Generous complimentary ticket policy

Equity & Inclusion: Taproot Theatre is working to become an anti-racist organization which prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees will participate in regular trainings and discussions and be asked 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 which permeate our industry.

Faith Statement: 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. Only staff at or above the director level are asked to confirm their Christian faith. Taproot staff at all levels participate in corporate prayer, but may choose not to participate in these customs. Taproot staff represent a diversity of backgrounds and faith traditions.

Physical Requirements: This position requires frequent standing, moving and lifting; manual dexterity to operate machinery, tools, computers, and other equipment; strong command of the English language with the ability to be understood. Much of the work is required to be done onsite at Taproot Theatre with visits to external environments as needed. Work schedule is generally Monday-Friday; must be available in the evenings and weekends as needed for production builds and strikes and events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To Apply: Submit the following to Karen Lund, Producing Artistic Director, at Karen@TaprootTheatre.org: Cover letter, resume, three professional references.

Taproot Theatre does not discriminate on the basis of race, color, religion, sexual orientation, sex or gender identity, age, citizenship, national origin, veteran status, marital status, mental, physical, or sensory disability, or any other protected and otherwise underrepresented groups of individuals.