



**TITLE: Assistant Technical Director**

**STATUS:** Full-Time, Hourly Non-Exempt, Benefits-Eligible

**PAY RANGE:** \$35.50 per hour

**SUPERVISOR:** Technical Director

**LOCATION:** On-site, Issaquah & Everett, WA

**APPLICATION DEADLINE:** July 22, 2026

### **ABOUT VILLAGE THEATRE**

Based in Issaquah, WA, with operations in Everett, WA, Village Theatre is a leading producer of musical theatre in the Pacific Northwest. Producing entertaining, quality productions since 1979, Village Theatre has grown into one of the region's best-attended theatres, with pre-Covid numbers reflecting just over 18,000 Mainstage season subscribers and 220,000 projected total attendance each season. Through its Village Originals program, Village Theatre is nationally recognized for its contribution to the development of new musicals, having supported the creation of over 175 new works to date. Village Theatre also takes pride in nurturing tomorrow's audiences through its Youth Education programs, serving over 56,000 young people and their families annually.

### **DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY**

Theatre lies at the intersection of storytelling and community. The stories we tell represent and influence our shared human experience. We believe that to tell these stories authentically, it is essential to employ equitable practices that are inclusive of and led by a diverse and culturally rich community. Village Theatre has a responsibility to mindfully support and design the impact these stories have on the audiences we serve, the artists we engage, the students we nurture, and the staff we entrust. Centering Diversity, Equity, Inclusion, and Accessibility in our work allows us to create a storytelling space that welcomes, celebrates, and honors all people.

Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Village Theatre we are dedicated to building a diverse and inclusive workplace, so if you are excited about a role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the candidate we are looking for!



More information about our journey to be an anti-racist organization and our DEIA Committee can be found here: <https://villagetheatre.org/deia/>

## **ABOUT THE POSITION**

The Assistant Technical Director works collaboratively across multiple departments to support the engineering, construction, installation, and transfer of Village Theatre Mainstage productions. This position generates technical drawings, supports scenic construction, leads production transfers, and serves as a representative of the scene shop in meetings and technical rehearsals when assigned. The Assistant Technical Director also acts as the Technical Director for all KidStage productions, working within provided material and labor budgets to approve designs and oversee build, installation, and strike.

## **PRINCIPAL RESPONSIBILITIES**

### **1. Drafting and Production Support**

- Produce technical and construction drawings in AutoCAD for Village Theatre productions.
- Maintain familiarity with current scenic construction methods and materials to support safe and effective builds.
- Research materials, procedures, and innovations in collaboration with the Technical Director.
- Work with the artistic and production teams to realize the scenic vision of each production.
- Attend technical rehearsals and production meetings as scheduled.
- Communicate daily with the Technical Director regarding drafting and build progress.
- Collaborate daily with the Head Carpenter to address construction questions and solutions.
- Supervise Issaquah load-ins, onstage notes calls, and strikes as assigned.
- Serve as a key communicator between the scene, paint, and prop shops to ensure technical rehearsal notes are clearly communicated, prioritized, and accomplished.

### **2. Show Transfers**

- Ensure scenic elements can be efficiently disassembled, transported, and reassembled for Everett transfers.

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- Provide scenic load-in plans and transfer documentation including truck packs.
- Produce EPAC load-in and strike plans, inventory documentation, and related technical paperwork.
- Supervise load-ins, onstage notes calls, and strikes in Everett.
- Participate in transfer planning and strike meetings.

### **3. KIDSTAGE Productions**

- Function as Technical Director for assigned KIDSTAGE productions under supervision of the Technical Director.
- Coordinate with designers, directors, stage managers, and production staff.
- Develop technical drawings, schedules, and production documentation.
- Supervise load-ins, onstage notes calls, and strikes.
- Attend technical rehearsals.

### **4. General**

- Assist with shop and venue maintenance planning, including making recommendations for long term improvements.
- Participate in interdepartmental meetings including staff meetings.
- This job description is intended as a guide only. Other duties and responsibilities may arise at the discretion of the Technical Director and Director of Production.

### **YOUR SKILLS AND EXPERIENCE**

- Experience working in a professional producing theatre environment preferred.
- Strong knowledge of scenic construction, including metalworking.
- Strong knowledge of theatrical rigging and automation systems and mechanics.
- Working knowledge of theatrical lighting a plus.
- Expertise in AutoCAD and proficiency with Microsoft Office Suite.
- Demonstrated leadership experience strongly preferred.
- Strong knowledge of theatrical safety standards and a demonstrated commitment to workplace safety including continuous improvement.
- Familiarity with Asana a plus.
- Excellent written and verbal communication skills.
- Strong time management and problem-solving abilities.



- Ability to work independently and collaboratively toward production goals, with an eye towards the details
- Experience working in observance of multiple theatrical union rules a plus.
- Valid U.S. driver's license and a willingness to drive for work purposes.
- Interest in supporting Village Theatre's Diversity, Equity, Inclusion, and Accessibility initiatives.
- Ability to safely perform essential job functions consistent with applicable laws and workplace standards.

## **COMPENSATION**

The hourly rate for this position is \$35.50 per hour.

Additionally, Village Theatre offers a comprehensive benefits package including Medical, Prescription, Dental & Vision Insurance; 403 (b) Retirement Plan with employer match; paid Vacation, Holidays, and Sick time; Flexible Spending Account; Life and AD&D insurance. Additional information, such as waiting periods and premium rates, will be made available to final candidates.

## **APPLICATION INSTRUCTIONS**

Village Theatre is committed to equitable hiring practices that center the matching of skills, interests and learned experience over education requirements and previous employment. All applications will be redacted to provide anonymity for the candidate, then reviewed by a diverse hiring committee consisting of at least three individuals. The committee will create a rubric for assessment using the criteria from the job description. The committee will make recommendations on who should move on to the interview process based on the assessment.

All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetic information, disability, age, veteran status, or any other protected status.

Candidates who are asked to interview can expect a conversational, non-confrontational environment focused on questions that speak to experiences. We wish to remove any barriers to interviewing for our candidates and as such, interviews can be in person or over zoom, and at a time of day that works for the candidate. If you are invited to participate in

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the selection process and need ADA accommodation, please notify HR at [resumes@villagetheatre.org](mailto:resumes@villagetheatre.org).

To apply, please e-mail your resume and cover letter to: [resumes@villagetheatre.org](mailto:resumes@villagetheatre.org) with “**Assistant Technical Director**” and your last name in the subject line. PDF Format is preferred. No phone calls, please.