



**Drama Desk Award-winning TADA! Youth Theater actively seeks a
Technical Director for its Winter Production**

COMMITMENT: November 9, 2026 through February 21, 2027, strong preference for candidates who are available the entire season through August 6, 2027. Hours/days fluctuate based on build/load-in schedule for the production. Includes some night and weekend hours.

COMPENSATION: This is a part-time salaried position paid twice a month through payroll, starting at \$12000.

RESPONSIBILITIES:

- Maintain communication with artistic & production teams and TADA! staff as well as create timetables for the production process including design deadlines, budgeting/bidding phases, build and install schedule and strike/restore
- Lead/supervise and complete hands-on work for build and load-in, ensuring all scenic technical aspects of the production work smoothly, efficiently, and safely (set, props, video, etc.)
- Track/manage/reconciliation of production department budgets. Provide comprehensive technical quote estimates for total cost, analyzing Scenic designs for cost and feasibility
- Find, interview, negotiate terms, and hire (through your network, job postings or recommendations) Carpenters, Scenic Artist(s), and any other general hands as needed
- Bidding of rental gear and materials from vendors for production needs and purchase and/or acquire materials and equipment for production
- Process all new hire paperwork, timesheets/invoices, tracking, and issuing of payments for all department heads and additional hands. Negotiate and manage said rates to make sure it falls within the production budget
- Monitor condition of and maintenance for TADA! theatrical equipment. Make recommendations for upgrades. Maintains inventory and orders specialized supplies as necessary
- Ensure everything built is "kid-proofed" and inspected by the Production Stage Manager
- Ensure all items are fireproofed to fulfill NYC fire department requirements for performances in a place of public assembly.
- Attend all scheduled production tech rehearsals and production meetings
- Read and follow the rehearsal and performance reports issued by the Production Stage Manager
- Be on-site for opening weekend, and on-call throughout the production, able to get to the theater within an hour's notice on show days to directly handle or sub-contract (budget allowing) any issues that need attention for the production to continue smoothly.
- Oversee strike and restore of the theater including stage deck, and all storage spaces upon conclusion of productions
- Maintain theater space cleanliness and orderliness of equipment and stored goods during the time that the production is using the theater space

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- Devise and execute solutions when repairs or maintenance is needed to the theater in order to execute production tasks; hire subcontractors if budget allows and is necessary

QUALIFICATIONS:

- Professional Technical theater experience with specific experience overseeing production crews and building scenery.
- Ability to provide onsite supervision, leadership, and instruction to execute installations in accordance with designers' visions and safe working practices as needed.
- Ability to work in a theater without a scene shop and limited storage
- Experience managing production budgets including the allocation and distribution of funds and the reconciliation of budgets at the close out of each production.
- Experience reading ground plans, light plots, and other theatrical specifications and turning those plans into realized production elements on schedule and on budget. Maximize the reuse of stock scenic elements.
- Broad working knowledge of theatrical construction, rigging, and video production.
- Excellent communication skills including navigating technical and non-technical artistic conversations.
- Self-motivated, organized and detail oriented.

Founded in 1984, TADA! Youth Theater inspires young people from different backgrounds to be creative, learn, and think differently through high-quality musical theater productions, and educational programs. The Resident Youth Ensemble of TADA! (RYET), is a diverse, free, year-round pre-professional training and positive youth development program with youth ages 8-18 from all over New York City's 5 boroughs and parts of New Jersey.

TADA! Youth Theater is committed to building and fostering a diverse and inclusive workforce that is representative of the youth in our RYET program. TADA! is continually working to become a more anti-racist organization. Priority will be given to candidates who are dedicated to anti-racism and share our mission and vision above. Candidates from underrepresented racial or ethnic groups, people with disabilities, and LGBTQIA+ individuals are encouraged to apply. We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.

Applicants should email their cover letter and resume with references to Ashley Knowles, Associate Director of RYET Program, for consideration, AKnowles@tadatheater.com. Interviews will occur throughout October.



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