



Title: Associate Producing Director

Position: Non-Exempt Hourly Full Time

Department: Main Stage/Education

Reports to: Managing Artistic Director

PURPOSE OF POSITION

The Associate Producing Director (APD) drives Tacoma Little Theatre's (TLT) production process and serves as a senior artistic partner to the Managing Artistic Director (MAD) in advancing the artistic vision, programming, and day-to-day operations of TLT. The APD owns the production calendar, coordinates designers and stage managers across the season, runs production meetings, and ensures every show moves from concept to opening on time and on budget. This role collaborates across departments to ensure high artistic quality, effective production processes, and alignment with TLT's mission, vision, and community impact goals.

WHAT WE'RE LOOKING FOR

This role requires a self-starter. The APD should operate with a strong sense of ownership: understanding the desired outcome and independently taking initiative to move work forward, including proactive follow-up, problem-solving, and clear status communication. The APD is expected to set the production calendar, call the meetings, follow up with designers before deadlines slip, and bring artistic ideas to the table unprompted. You should be comfortable making decisions inside your scope without checking in first, and equally comfortable flagging the decisions that need MAD input before they become problems. Candidates who do their best work when someone else sets the agenda will likely not be a fit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. Other duties may be required and assigned.

PRODUCTION & PROCESS MANAGEMENT

- Serve as liaison between artistic and production teams to ensure alignment of vision and execution.
- Own the production calendar and drive production timelines in coordination with the MAD and TD.
- Lead production meetings and ensure key information (budgets, timelines, bios, policies, schedules) is communicated.
- Hire and supervise designers, stage managers, and production personnel
- Hold an orientation meeting at the first rehearsal for cast and crew in coordination with MAD.
- Create production team contact lists and disseminate to all parties.
- Attend technical rehearsals unless otherwise arranged with MAD. Specifically Dry Tech, Cue to Cue, and first Tech Run, to ensure that production meets TLT standards and expectations.
- Drive problem-solving and conflict resolution throughout the production process.
- Ensure safe practices and proper turnover of production elements at project completion.

ARTISTIC PROGRAMMING & OVERSIGHT

- Collaborate with the MAD on season planning, script selection, and artistic vision.
- Read and evaluate scripts and proposals for programming.
- Direct productions or special projects as assigned.
- Support artistic quality and consistency across productions and programs.
- Support casting processes, including auditions and callbacks.
- Provide feedback and guidance to directors and creative teams.

LEADERSHIP & AUTHORITY

- Serve as the primary artistic representative in the absence of the MAD.

- Share responsibility for maintaining artistic standards across all programming.
- Exercise delegated authority in artistic and operational decision-making, including independent decision-making when necessary.
- Advise on organizational planning, staffing, and program development.

STAFF LEADERSHIP & DEVELOPMENT

- Assist in hiring, supervising, and evaluating directors, designers, and artistic personnel.
- Mentor emerging artists, directors, and stage managers—especially first-time or early-career leaders.
- Foster a culture of accountability, creativity, and professional growth.
- Provide consistent communication and feedback across artistic teams.

This position carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION & COMMUNITY

- Partner with the Education Director to align artistic and educational programming.
- Support student productions, curriculum development, and training opportunities.
- Participate in outreach initiatives, talkbacks, and community partnerships.
- Build and maintain relationships with local artists, educators, and community organizations.
- Facilitate rentals of space and equipment with community members.
- Promote inclusive practices that expand access and representation.
- Follow policies and procedures designed to ensure safety for children attending any educational activities. Ensure that all applicable state and federal guidelines are followed.

MARKETING & AUDIENCE ENGAGEMENT

- Contribute to season messaging, show descriptions, and storytelling for marketing efforts.
- Serve as a public-facing representative of TLT at events, performances, and donor functions.
- Engage directly with audiences to build loyalty and deepen connection to the theatre.
- Support fundraising efforts, including grant narratives and donor cultivation.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in theatre, arts administration, or related field or equivalent experience required.
- Two years of successful teaching/training experience preferred.
- Proven management experience.
- Ability to manage multiple projects simultaneously.
- Proficient use of Microsoft Office and Google Suite.
- Familiarity with or willingness to learn industry-specific software such as Cuelist, Light Factory, Qlab, and the Adobe suite.
- Excellent persuasive written and oral communication skills
- Proven ability to understand, generate, and manage budgets Strong organizational, problem solving and conflict resolution skills.
- Ability to lead and develop others.
- Driver's License required for occasional use of TLT vehicles.

PHYSICAL DEMANDS & ENVIRONMENTAL ADAPTABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to sit or stand for extended periods.
- Vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Use of corrective lenses is permissible.

- Capable of pushing, pulling, lifting, and/or carrying up to 50 pounds.

COMPENSATION

Compensation ranges at \$26.00-\$30.00 per hour competitive with prevailing compensation for similar positions within the local non-profit performing arts industry, and commensurate with qualifications and experience of the applicant.

TLT offers a \$250.00 per month stipend to assist with medical/dental/vision benefits.

TLT has a paid vacation plan of 80 hours per year the first three years of service and 120 hours per year after four or more years of service. TLT also offers nine paid holidays throughout the year. TLT follows the Washington State sick leave policy.

HOW TO APPLY

Tacoma Little Theatre is committed to attracting, hiring and retaining employees who represent its community, especially those who are in the global majority. Qualified candidates should send a cover letter and resume with relevant experience and three listed references via email to jobs@tacomalittletheatre.com by July 22, 2026. No phone calls please. TLT hopes to make its decision by August 1, 2026, with the chosen candidate taking on the position September 1, 2026, or earlier.

Tacoma Little Theatre is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, Tacoma Little Theatre will provide reasonable accommodations.