

TWO RIVER THEATER

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Two River Theater | Artistic Assistant Job Description

Two River Theater is seeking qualified applicants to fill the position of **Artistic Assistant for the 2021/22 Season**.

Two River Theater produces a theatrical season that includes American and world classics, new plays and musicals, programs for young people, and festivals of new work. Each year, we also offer 40+ events that reflect our diverse community of Red Bank, New Jersey. Staying true to our founding principles, we bring a fresh eye to American and world classics, and we have commissioned and premiered original projects including *Hurricane Diane* by Playwright-in-Residence Madeleine George and *Be More Chill* by Joe Iconis and Joe Tracz. Under the leadership of Artistic Director John Dias and Managing Director Michael Hurst, we serve thousands of students and community members through arts and humanities programs at the theater, in schools, and throughout our region each year.

Two River celebrates and honors our core values of Artistic Excellence; Education and Community Engagement; Equity, Diversity, and Inclusion; and Operational Excellence. All who join the team are expected to integrate our values into all aspects of the work, always.

The **Artistic Assistant** has two main roles: serving as the assistant to the director for all mainstage productions, and supporting the needs of the Artistic department. The Artistic Assistant must be able to adapt to the different style that each director has and adjust their role in the rehearsal room to best suit the needs of the director and the production. It is up to each director how the Artistic Assistant will be used during the production process. The Artistic Assistant must have the ability to handle a diverse set of responsibilities that come up throughout the course of the season with enthusiasm and confidence.

Specific duties include (but are not limited to) the following:

- Attending all rehearsals and previews for the entire mainstage season
- Taking notes during rehearsals and previews
- Maintaining the schedule of the Artistic Director
- Handling administrative duties of the Artistic office
- Working closely with the Associate Artistic Director and Literary Manager to ensure that all readings, workshops, festivals, artistic residencies, open rehearsals and other events led by the Artistic department run smoothly
- Supporting the Literary Manager in putting together dramaturgical materials and actor packets
- Leading Before Play lectures and post-play discussions throughout the season as needed
- Assisting other departments such as Marketing, Production and Company Management when needed

Requirements:

- Candidate must have training in directing, excellent communication skills, be self-motivated, organized, collaborative, positive, and professional
- Must have solid background in theater
- A valid driver's license

Compensation includes weekly pay of \$300 plus local fully furnished and all utilities paid shared housing which is valued at \$230 per week, calculating to \$530 per week in total taxable compensation, equal to \$13.25 an hour for a 40-hour week. This position is non-exempt and eligible for overtime pay after 40 hours at a time and a half rate of \$19.88. Medical and vision insurance plans are available. This position accrues sick leave in accordance with the NJ State Earned Sick Leave law. <https://www.nj.gov/labor/worker-protections/earnedsick/law.shtml>

Please send cover letter, resume, a writing sample, and two references by Friday, June 25 Jackie Romeo at passistant@trtc.org. No phone calls please. Two River Theater is dedicated to the goal of building an equitable and culturally diverse work environment and strongly encourages applications from members of underrepresented groups.