

TWO RIVER THEATER

ASSOCIATE PRODUCTION MANAGER

Job Description

The Associate Production Manager works alongside the Director of Production to manage the day-to-day efforts of the production department. A primary responsibility of this position is to anticipate and meet the technical and production needs of performances and events. The APM serves a key role in supporting the actors and creative teams throughout the season by supervising all aspects of Artist Care and working as a member of the producing team. This position reports to the Director of Production and works closely with the Associate Artistic Director, General Manager, finance office, and facilities department.

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.

Key Responsibilities:

- Administer the daily operation of the production office
- Directly supervise the Company Management Assistant and Production Management Assistant
- Decision-making and regular check-ins with the production staff
- Perform all work in a manner that is consistent with Two River's core values, including our commitment to Equity, Diversity and Inclusion (ED&I), and contribute to the goal of creating a more equitable, diverse and inclusive organization by participating in various staff and organizational ED&I initiatives
- Creating and maintaining production calendars and contact sheets
- Collaborating with production, design, and artistic staff
- Attending rehearsals and running design/production meetings as needed in conjunction with the Director of Production
- Support stage management and act as a resource for two seasonal production assistants
- Oversees the maintenance of two company vehicles
- Assist in managing the calendar for the building, which includes internal space requests, outside facility rentals, and production schedules
- Supervises all artist care and company management
- Work with general management and the finance office to onboard artists and complete payroll
- Responsible for completing and reporting AEA reports
- Oversee and manage the theater's housing inventory and upkeep for guest artists and junior staff which includes one home and 14 rental properties
- Coordinates travel and housing needs of incoming artists
- Facilitate purchasing and monitor the tracking of expenses for the production team
- Support planning and running of events and rentals of the facility
- Participate as a member of the COVID Safety Officer team, this includes coordinating testing, maintaining PPE inventory and ensuring safe and sanitary practices
- Assist in seasonal hiring process

Qualifications:

- 4+ years of professional experience in Production Management, Stage Management, or Company Management
- Attention to detail in a fast-paced environment, with the ability to exhibit tact and grace in stressful situations

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- Excellent writing and oral communication skills
- Ability to supervise the maintenance and repair of theatrical equipment throughout the facility in coordination with the other production department heads
- Candidates must be resourceful, flexible, organized, collaborative, positive, and professional
- Night and weekend coverage as needed
- Proof of COVID Vaccination and a valid driver's license required

Compensation: Salary \$52,000 - \$56,000. Benefits package includes medical and vision insurance, flexible spending accounts, paid vacation, personal time and a 403 (b) retirement plan.

To Apply: Candidates should submit a cover letter (include where you saw this job posting), resume, and three references to Lauren Kurinkas, Director of Production at lkurinkas@trtc.org. No phone calls please.

Subject line should read: Associate Production Manager

About Two River Theater

Two River Theater is a non-profit organization located in the vibrant Jersey Shore community of Red Bank NJ. Two River is committed to creating great American theater by developing and producing work by some of the country's leading artists. We are proud to be viewed as a vital cultural resource in the community. Anyone who joins our collaborative and fun team quickly becomes part of putting all of our initiatives into action day in and day out. Two River Theater is under the leadership of Artistic Director John Dias and Managing Director Michael Hurst.

Mission

We create great American theater by developing and producing new works and world masterpieces that most richly direct our gaze to the life of the human spirit. We cultivate an audience that cherishes the intimate joy of theater, enriched when shared by a community of others.

Vision

To be a theater whose work contributes to the canon of world theater and is a vital cultural resource for our community.

Core Values

Artistic Excellence: We nurture and challenge the visions of adventurous theater artists. Our commitment to the artistic process is sustained over time through an investment in people, their creative process, and our dedication to the highest artistic standards.

Education and Community Engagement: We make our theater a welcoming resource for all. We create engagement programs and partnerships that encourage all voices to come together in conversation around the stories we tell. We invest in the next generation of artists and audiences by introducing students and lifelong learners to the possibility and adventure that theater brings to our lives.



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Equity, Diversity and Inclusion: We believe that the essence of theater is democratic: it invites us to encounter, consider and perhaps adopt other points of view, if only for a brief time in a darkened theater. We aspire to build an environment in which artists, audiences, employees, and Board members from different backgrounds and experiences together form an institution that is equitable, diverse, and inclusive.

Operational Excellence: We dedicate ourselves to the highest standards in our governance, management, operational, and financial practices. We are committed to developing and retaining an experienced and accomplished staff, an engaged and informed Board of Trustees, and a working environment that attracts staff, volunteers, and artists of the highest caliber.