

TWO RIVER THEATER

Properties Artisan Job Description

The Properties Artisan works as a collaborative member of the production team to support all properties needs for shows and events by providing rehearsal and show props, participating in load-ins and load-outs of rehearsal and performance spaces, and contributes to the maintenance of show props and theater inventory. This position reports to the Properties Supervisor and requires a wide variety of skills including carpentry, sewing, upholstery, painting, welding and strong computer skills.

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:

- 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
- Works with the Properties Supervisor to determine priorities each day to support the rehearsal room and creative team
- Researching designs and materials used based on the needs of the production
- Sewing, upholstery, dressing sets, painting, light carpentry, welding, and using several different types of materials and techniques for crafting or adapting props
- Digitally creating or modifying paper props
- Purchasing materials online and in person
- Corresponding with staff and other outside parties via email
- Working within a budget and tracking departmental spending
- Supervising the Properties Assistant and over-hire staff
- Attending rehearsals and design/production meetings as needed
- Keeping prop inventory and storage areas tidy and organized
- Archiving shows

Qualifications:

- Knowledge of sewing, upholstery, painting, light carpentry, crafts, set dressing and welding
- An understanding of historical periods and styles
- Proficiency in Photoshop and Microsoft Office
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Ability to work independently and multi-task
- Ability to work with a variety of artists in high pressure situations
- Willingness to remain flexible in an environment of ever-changing priorities
- Knowledge of safety equipment and standards in a props shop
- The physical ability to work on a computer and on one's feet for long hours, to work on ladders and lifts occasionally, to lift furniture, boxes, and other items weighing over 25 pounds
- Night and weekend coverage as needed

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Compensation: Salary \$41,000 - \$45,000. 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, three references and portfolio/examples of your work to Marlène Whitney, Properties Supervisor at mwhitney@trtc.org. No phone calls please.

Subject line should read: Properties Artisan

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.

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.