

TWO RIVER THEATER

Part Time Custodian

Job Description:

Part Time Custodians report to the Director of Facilities and are part of the Facilities Team. The Custodians responsibilities include cleaning, event set up/break down and other misc. tasks required to keep the facility clean. All Facilities Employees work together on special projects and events.

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:

- Cleaning and sanitizing of Employee and Public spaces.
- Light groundskeeping
- Package delivery, breaking down boxes, sorting recycling
- Assist with event set up/break down
- Inventory supplies
- Perform all work in a manner that is consistent with Two River's core values, including our commitment to Equity, Diversity and Inclusion (ED7I), and contribute to the goal of creating a more equitable, diverse and inclusive organization by participating in various staff and organizational initiatives.
- Utilize TRTC email and Facility Team Calendar.

Qualifications:

- Hospitality experience is a plus.
- Attention to detail in a face-paced environment and the ability to maintain a calm demeanor.
- Ability to use Email and Outlook calendar.
- Early morning, night and weekend shifts available.
- Proof of COVID Vaccination Required.

Compensation: \$16/hr. Shifts vary 24-30 hrs/week.

To Apply: Candidates should submit resume to Julia Alvidrez, Director of Facilities, at jalvidrez@trtc.org with subject line "Facilities Management Assistant" or drop off their resume at the Two River Theater Box Office located at 21 Bridge Tuesday-Saturday 12p-6p.

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.

TWO RIVER THEATER

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.