Emerging Professionals Program Description

POSITION OVERVIEW

Two River Theater, a mid-sized professional LORT theater, located in Red Bank, NJ, is seeking Emerging Professionals applicants for our 2023-2024 season.

Two River’s Emerging Professionals program is a springboard for professionals at the start of their career. The program offers practical applications in multiple career fields, including: costuming, props, lighting, sound, artistic development, management and more. The season-long positions-in-residence receive weekly pay, housing, and are supported by mentors who help them learn and connect with leading industry professionals, allowing them to grow within their specific fields.

ABOUT TWO RIVER THEATER

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. Two River produces work on two stages—the 350-seat Rechnitz Theater, and the flexible 110-seat Marion Huber Theater. The theater’s recently opened Center for New Work, Education and Design is a three-story facility that includes two rehearsal studios, artist labs, classrooms, expanded shops and centrally located offices. Two River Theater has commissioned and premiered original projects including Be More Chill by Tony Award nominee Joe Iconis and Joe Tracz (the theater’s first Broadway production) and Hurricane Diane by former Playwright-in-Residence Madeleine George (which won an Obie Award for its Off-Broadway run). In June 2019, Two River was nationally recognized by USA TODAY as one of “10 great places to see a play” across the U.S. Two River serves thousands of students and community members through arts and humanities programs at the theater, in schools and throughout its region. Two River Theater is led by Artistic Director Justin Waldman and Managing Director Nora DeVeau-Rosen and was founded in 1994 by Joan and Robert Rechnitz.

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.
OUR 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.

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. We encourage all candidates to apply, even if they do not currently meet all qualifications. We know there are great candidates who may not have all the qualifications listed but possess intuitive knowledge or other fully transferable skills. If that’s you, don’t hesitate to apply and tell us about yourself.
AVAILABLE POSITIONS

The Company Management Assistant plays a key role in Two River’s commitment to artist care. Responsibilities include, but aren’t limited to: functioning as the main point of contact for guest artists while they are in town, facilitating grocery runs, tracking and processing comp ticket requests, maintaining company vehicles, turning over 10+ apartments between shows, facilitating artist travel, and working as a member of the production management and Covid safety team. Candidates must have prior company or stage management (or relative) experience and be self-motivated, organized, collaborative, positive, professional, and have the ability to exhibit tact and grace in all situations. A valid driver’s license is required. **Contract dates are July 3, 2023 through July 7, 2024.**

The Lighting Assistant works closely with the lighting supervisor, designers, and the sound crew, as needed. The ideal candidate is positive, self-motivated, organized, collaborative and professional. Candidates must have experience working with theatrical lighting systems. Experience programming the ETC ION is essential. Experience with Lightwright, Vectorworks and Q-Lab is helpful. Duties include working as a member of the lighting crew on all aspects of hang, focus, tech notes, and strike, as well as assisting sound. The lighting assistant will also serve as board op, spotlight op, or other positions as needed for the run of our mainstage and black box productions and rentals. Other duties include helping to maintain inventories, and assisting other departments as needed. **Contract dates are August 7, 2023 to July 7, 2024.**

The Production Assistant (PA) works alongside the AEA Stage Management team to attend and assist with all scheduled rehearsals, technical rehearsals, dress rehearsals, and performances to ensure all call times are being met and all production equipment is kept in appropriate working condition. The PA shares the traditional responsibilities of both a PA and an ASM, and they also serve as part of the run crew (including scenic transitions, props hand-offs, and wardrobe changes) when shows move from rehearsal into tech. The PA helps with setting up the rehearsal room, taking notes, copying, and other duties as assigned; filling out accident reports for any incidents that occur; prepare documents including run sheets, tracking, etc.; and inventory and stock various first aid stations throughout the theater. The PA begins working with each SM team during their prep week, and helps orient the SM team to TRT and its staff and facilities. The PA may also be assigned to rental events, as needed. Candidate must be resourceful, flexible, organized, collaborative, positive and professional. This position reports to the Assistant Production Manager and works closely with the production department, guest artists, and AEA Stage Managers. **Contract dates are August 14, 2023 through June 30, 2024.**
The Production Management Assistant works as an integral part of the production management team. Responsibilities include but aren’t limited to: basic office book-keeping and payment of bills, managing space requests, maintaining the facility calendar, fielding inquiries about the rental of the building, event contracting, facilitating pre-event communications and meetings between renters and theater staff, serving as a point person on the day of rental events, and working as part of the company management and Covid safety team. Experience working special events in an office setting is helpful. Candidates should be self-motivated, organized, collaborative, positive, and professional with a willingness to learn. A valid driver’s license is preferred. **Contract dates are July 3, 2023 through July 7, 2024.**

The Prop Assistant will assist the prop shop staff in a hands-on environment of building, altering, and acquiring props for a busy season. Responsibilities include, but are not limited to painting, sewing, upholstery, multi-media craft projects, woodworking, welding, furniture building and repair, and paper prop creation. This position shops locally and online for materials and props for productions, provides support for the rehearsal and tech process, including load-in and strike, and helps to maintain and organize a large stock of hand props and furniture. The Assistant will also gain experience working on run crew for in-house productions and rentals, as assigned. Candidates must be detail oriented, a team player, organized and punctual. Confidence in basic woodworking and crafting skills with a desire to learn new prop building techniques. We are seeking candidates who are flexible and comfortable with ever-changing priorities, self-motivated and excited to learn in a high paced and multi-tasking environment. A valid driver’s license, ability to drive a cargo van, and lift up to 50 pounds is required. **Contract dates are August 14, 2023 through July 7, 2024.**

The Sound Assistant works closely with the sound supervisor, designers, and the lighting crew, as needed. The ideal candidate is positive, self-motivated, organized, collaborative and professional. Candidates must have experience working with theatrical sound systems. Duties include working as a member of the sound and lighting crew on all aspects of load-in, hang, focus, tech notes, and strike. The sound assistant will also serve as board op, A-2, or other positions as needed for the run of our mainstage and black-box theatrical productions and rentals. Other duties include helping to maintain inventories, equipment maintenance, and assisting other departments as needed. **Contract dates are August 7, 2023 to July 7, 2024.**
The Wardrobe/Costume Shop Assistant works closely with acting companies and wardrobe crews in each production throughout the season. Responsibilities include working in the costume shop, on wardrobe crews, and assisting other departments as needed. Candidates should have experience with costume construction, alterations, wardrobe/run crew, costume maintenance, as well as experience with all standard costume shop equipment. Knowledge of cutting, tailoring, craft work, wig experience and/or makeup is a plus. Physically required to crouch, bend, reach, stand, and carry/move up to 30 pounds. The ideal candidate is self-motivated, organized, collaborative, positive, and has a professional attitude. **Contract dates are August 21, 2023 to July 7, 2024.**

**COMPENSATION:**
Compensation for all positions includes weekly pay of $350 plus local fully furnished and all utilities paid shared housing which is valued at $250 per week, calculating to $600 per week in total taxable compensation, equal to $15 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 $22.50. Reimbursements may be available for travel expenses. Medical and vision insurance plans are available. This position accrues sick leave in accordance with the NJ State Earned Sick Leave law.

**TO APPLY:**
Candidates should submit a cover letter (include where you saw this job posting), detailed resume, and contact information for 2-3 references to Erica Leigh, Assistant Production Manager at eleigh@trtc.org. **Subject line should read:** “Emerging Professionals.” No phone calls please. All applicants must be fully vaccinated for COVID-19 and must provide proof of vaccination if hired.

*TRT is committed to creating a diverse and inclusive environment. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.*