Facilities Maintenance Supervisor Job Description

**Status:** Full Time/Benefits Eligible/Exempt
**Reports to:** Director of Facilities

POSITION OVERVIEW

Two River Theater (TRT) seeks an experienced individual to fill the full-time position of Facilities Maintenance Supervisor. The Facilities Maintenance Supervisor reports to the Director of Facilities and is responsible for building and equipment maintenance. The work includes hands-on maintenance and repairs, and coordination of work by third-party contractors. The Supervisor must demonstrate general knowledge of all building systems including HVAC, plumbing and electric and is responsible for maintaining a safe, clean, and functional work environment for all Two River Theater community members. The supervisor will coordinate with the members of the Facilities team and across departments to execute building maintenance and special projects.

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 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 above but possess intuitive knowledge or other fully transferable skills. If that’s you, don’t hesitate to apply and tell us about yourself.

POSITION HIGHLIGHTS:

- Maintain building equipment and systems including: HVAC, Water filtration, Boilers, Sprinklers and fire alarm, Air compressor, Generator, Elevators, Appliances (Water fountains, Refrigerators, dishwashers, washer/dryer, etc.)
- Make repairs to building including doors, windows, building exterior, small appliances, floors, walls, etc.
- Coordinate service and repairs by contractors.
- Create and maintain detailed maintenance schedule.
- Work alongside Custodial Supervisor to plan and execute seasonal and large projects.
- Set-up and break-down for events and performances.
- Perform regular system tests of emergency equipment, manage certificates, and coordinate inspections with Fire Marshall or other Regulatory Officials.
- Respond to urgent matters and emergencies such as power outage.
- Research and assist in the planning of large maintenance and repair projects.
- Groundskeeping and other outdoor work as needed.
- Check and utilize TRT email, Operations group email and Operations Calendar.
- Check and utilize the digital task list, coordinate with the Facilities Assistant and other Facilities Team members to execute tasks.
- 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.

**QUALIFICATIONS**
- Valid driver’s license required.
- A positive attitude, ability to think creatively, and collaborative work style.
- Minimum of 3 years of experience managing building operations.
- Demonstrated experience HVAC, plumbing, electrical and carpentry.
- Willingness to use and or learn Outlook email and calendar functions.
- Ability to work on selected weekday and weekend evenings required.

**Compensation:** $44,000-$46,000. Benefits package includes medical, dental and vision insurance, flexible spending accounts, paid vacation, personal time, employee assistance program, and a 403 (b) retirement plan.

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

**TRT is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer offering competitive salary and full benefits. 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.**