Part Time Custodian Job Description

Status: Part Time /Non-Exempt
Reports to: Facilities Custodial Supervisor

POSITION OVERVIEW
Two River Theater (TRT) seeks a part-time custodian to join our Facilities Team. The Custodian’s responsibilities include cleaning, event set up/break down, light groundskeeping, and other tasks required to keep the facility safe and clean. The Custodian will report to the Custodial Supervisor who will delegate daily tasks. The Custodian will participate in seasonal cleaning activities and work with the other members of the Facilities team to execute 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.

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.

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.

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 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:

- Cleaning and sanitizing of employee and public spaces.
- Willingness to learn cleaning and sanitation protocols and safe chemical storage guidelines.
- Event set-up and breakdown
- Inventory supplies.
- Light groundskeeping.
- Package delivery, breaking down boxes, sorting recycling.
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 initiatives.

QUALIFICATIONS
- A positive attitude, ability to think creatively, and collaborative work style.
- Hospitality experience preferred.
- Ability to lift 50 lbs and stand for extended periods of time.
- Ability to work on selected weekday evenings and weekends required.

Compensation: $22/hr. Shifts vary 24-30 hrs/week. Benefits package includes earned sick leave, paid personal days and the option to participate in a healthcare program or 403 (b) retirement plan at cost.

To Apply: Candidates should submit resume to Julia Alvidrez, Director of Facilities, at jalvidrez@trtc.org with subject line “Custodian” 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.