

TWO RIVER THEATER

25 TH ANNIVERSARY

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TWRIVERTHEATER.ORG

PROPERTIES SUPERVISOR:

The Properties Supervisor is responsible for accurately and efficiently meeting the scenic and property needs of our season. This position reports to the Director of Production and collaborates closely with directors, designers, stage management, and other production department heads. All Two River staff members must work to create an environment in which we support our artists to do their best work.

About Two River Theater

Over the last 24 years, Two River Theater has been 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 of Red Bank, New Jersey. Through 10 theatrical productions each year (including world premieres, musicals, classics, and theater for young audiences) and 50+ annual events happening around Monmouth County, we work hard to produce exceptional theater and cultivate engaged audiences. Two River celebrates and honors our core values of Artistic Excellence; Education and Community Engagement; Equity, Diversity, and Inclusion; and Operational Excellence. Anyone who joins our 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 owns and operates a main theater facility of 40,000 total square feet which was built in 2005. The main facility includes the 349 seat Rechnitz Theater and the Marion Huber black box theater with a flexible capacity of up to 110 seats. The theater is currently constructing a 35,000 square foot support facility consisting of shops, offices, two rehearsal studios, and storage. For more information please visit [Center for New Work, Education & Design](#)

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:

- Collaborating with scenic designers to identify, shop, rent and/or build properties
- Support rehearsal by providing rehearsal props and responding to notes in a timely manner
- Plan and allocate material and labor resources appropriately during builds for each production
- Supervise the maintenance of show properties during the run, including the purchase of consumables
- Attend technical rehearsals, design meetings, production meetings, and Department Head meetings
- Manage Assistant Properties Supervisor and Props Assistant by providing support and feedback to ensure employees are growing and working to potential
- Manage a seasonal budget, as well as individual show budgets
- Manage shop, inventory, tools, and storage spaces
- Support other departments and events as needed

Qualifications:

- Previous experience with properties design, construction, and shopping
- Understanding of design concepts, and the ability to communicate them effectively
- Experience with budgeting both materials and labor
- Experience managing full-time staff, over-hire crew, interns, and volunteers
- Valid driver's license and the ability to drive a cargo van and box truck when necessary
- Work a 40-hour week, with additional flexibility for weekends and evenings as needed and during technical rehearsals

Compensation: Salary is commensurate with experience. 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, detailed resume, and a list of three references to Lauren Kurinkas, Director of Production at lkurinkas@trtc.org. Please include where you saw this job posting. No phone calls please.

Subject line should read: Properties Supervisor, Your Name