

Long Wharf Theatre

Position: Custodian

Direct Reports: N/A

Reports to: Operations Manager (OM)

Classification: Full-Time, Annual, Non-Exempt

The Invitation:

Long Wharf Theatre is on an unprecedented journey where art and activism can live side by side. We are committed to building a boundary-breaking theatre with, for, and by the New Haven Community.

The Overview:

The Custodian will assist LWT's Operations team with day-to-day facilities and custodial matters including cleaning and maintenance.

The Duties (including, but not limited to):

- Maintain cleanliness of the public and office areas of LWT including but not limited to vacuuming, emptying trash, cleaning restrooms, etc.
- Maintain building exterior and grounds including light snow removal and salting.
- Perform general maintenance duties.
- Maintain and distribute inventories of office, building, cleaning, and event supplies.
- Maintain cleanliness and perform routine maintenance checks of theatre vehicles.
- Perform set-up/clean-up for meetings and special events.
- Attend trainings in administrative procedures as required.
- Attend safety trainings as required.

The Skills & Expertise Needed:

- Commitment to working within an organization committed to advancing anti-racism, gender equity, and radical inclusion.
- Self-motivated.
- Well organized and detail oriented.
- Ability to perform many varying tasks in one day.
- Values a safe work environment.
- Ability to learn web-based software required for the job and for administrative purposes.
- Ability to use a computer for email, calendaring, spreadsheets, and word processing.
- This is a physically active role that requires the ability to lift heavy objects (50lbs), climb stairs, bend and stand for long periods of time as necessary, and operate commercial cleaning equipment.
- Valid US Driver License in good standing subject to a motor vehicle record check.
- Provable eligibility to work in the US.
- Regular work hours are Tuesdays-Saturdays, between 12pm and 9pm, scheduled weekly.

The Experience Needed:

- 1-2 years' work experience in most of the duties listed above.
- Must be able to work under pressure and meet deadlines.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Interest in/knowledge of live theatre or the performing arts.

Pay Rate:

\$17/hour (plus health, dental, life insurance and PTO).

Application:

To apply, please submit resume, cover letter to human.resources@longwharf.org.

*Full vaccination against COVID-19 is required as a condition of employment.