

## Handyperson

The Public Theater was founded in 1954 on the principles that theater is an essential cultural force and that art and culture belong to everyone. The Public is seeking a Handyperson to provide general support for the Public Theater's facilities. This is an active role that conducts basic maintenance at the Public Theater's site. Schedule may require evening and/or weekend work at times. This position will report to the Director of Facilities & Operations Management.

### Key Responsibilities:

- Checks in with supervisor daily about any needed tasks or special assignments that may be need for their shift
- Fulfills set up requests, work orders and special requests
- Assists superintendent team with in-house repairs and preventative maintenance tasks
- Completes regular facility upkeep tasks including painting, machinery & appliance repairs, minor plumbing, etc.
- Assists superintendent team with vendor work on-site by acting as a liaison and being present for work happening as needed
- Reports any building issues to their supervisor and proactively resolves issues within their skillset
- Supports emergency responses and assists with evacuation of the building in case of an alarm
- Supports superintendent team in opening and closing building when needed
- Assists in snow removal as needed

### Skills, Experiences and Qualifications:

- Must be certified in Fire guard (F-03)
- S-95 certification and OSHA certification recommended
- Customer Orientation: The ability to demonstrate concern for satisfying one's external and/or internal customers.
- Attention to Communication: The ability to ensure that information is passed on to others who should be kept informed.
- Personal Credibility: Demonstrated concern that one be perceived as responsible, reliable, and trustworthy.
- Initiative: Identifying what needs to be done and doing it before being asked.
- Thoroughness: Ensuring that one's own and others' work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.
- Problem Solving: Ability to resolve problems and/or present potential solutions
- Basic knowledge of plumbing and electrical systems

- Basic construction knowledge
- Ability to work holidays as needed
- Ability to carry up to 50lbs at waist high required
- Ability to climb stairs repeatedly required
- Ability to descend/ascend ramps and inclines/declines
- Ability to stand for long periods of time required
- Ability to work indoors in fast-paced, busy environment with adverse conditions i.e. noise, dust, smoke, heights, and dark/dim/and absence of lighting
- Ability to bend, stretch, reach, and kneel without restriction required
- Must work outdoors in fast-paced, busy environment with adverse conditions such as excessive heat, high winds, and rain

### **Benefits & Perks:**

The Public Theater offers a robust slate of benefits, which currently include:

- A range of excellent health, dental, and vision insurance options
- Employee Assistance Program and Work-Life Services
- Flexible paid time off
- One paid day of service each year
- 10 weeks of paid family leave
- Commuter benefits for parking and transit
- Flexible spending accounts for healthcare
- Pension
- 403(b) Retirement Savings Plan
- Life and disability coverage
- Discounted gym memberships
- Free and discounted theater tickets

As a condition of employment, the Public will require all employees who report to work on site (either at the Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine and booster (if eligible based on CDC guidelines). The Public will provide exceptions only for employees with an approved medical or religious exemption.

This is a full time, exempt position with an annual salary of \$45,000.

Please send cover letter and resume with subject line “Handyperson” to: [jobs@publictheatre.org](mailto:jobs@publictheatre.org).

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants 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.

## **About The Public**

The Public is theater of, by, and for the people. Artist-driven, radically inclusive, and fundamentally democratic, The Public continues the work of its visionary founder Joe Papp as a civic institution engaging, both on-stage and off, with some of the most important ideas and social issues of today. Conceived over 60 years ago as one of the nation's first nonprofit theaters, The Public has long operated on the principles that theater is an essential cultural force and that art and culture belong to everyone.

Under the leadership of Artistic Director Oskar Eustis and Executive Director Patrick Willingham, The Public's wide breadth of programming includes an annual season of new work at its landmark home at Astor Place, Free Shakespeare in the Park at the Delacorte Theater in Central Park, The Mobile Unit touring throughout New York City's five boroughs, Public Forum, Under the Radar, Public Studio, Public Works, Public Shakespeare Initiative, and Joe's Pub. Since premiering HAIR in 1967, The Public continues to create the canon of American theater and is currently represented on Broadway by the Tony Award-winning musical Hamilton by Lin-Manuel Miranda and John Leguizamo's Latin History for Morons. Their programs and productions can also be seen regionally across the country and around the world. The Public has received 59 Tony Awards, 169 Obie Awards, 53 Drama Desk Awards, 54 Lortel Awards, 32 Outer Critic Circle Awards, 13 New York Drama Desk Awards, and 6 Pulitzer Prizes. [Publictheater.org](http://Publictheater.org).