

# PAPER MILL PLAYHOUSE

## **Assistant Company Manager**

**Reports to:** Director of Production

**Status:** Full Time/Benefits Eligible/Exempt

**Start Date:** March 21, 2022

### **Job Summary**

Paper Mill Playhouse, one of the most well-known regional theatres in the country and recipient of the 2016 Regional Theatre Tony Award, is currently accepting resumes for the position of Assistant Company Manager.

Under the direction and supervision of the Director of Production and the Company Manager, the Assistant Company Manager attends to a myriad of details associated with contracting, budget tracking, production payroll and expenses, and guest artist support.

### **Responsibilities include, but are not limited to:**

- Process invoices, purchase orders, check requests, petty cash/credit card reports
- Oversee day-to-day business relationship between Paper Mill and guest artists including but not limited to:
  - transportation and housing needs for guest artists and staff
  - appointments for worker's comp related doctor visits
  - arrange all catering needs during tech
  - preparation of materials (e.g., scripts/scores, welcome packets)
  - handle ticket requests for guest artists with box office
  - insure creature comforts of guest artists (Physical Therapy, etc.)
- Create and track housing & transportation budgets
- Oversee maintenance of company vehicles
- Collaborate with Artistic Department regarding contractual issues and needs of the cast
- Keep Director of Production, Company Manager, and Artistic Department informed of all developments relative to guest artists of Paper Mill productions
- Complete special projects and assignments as directed by Director of Production and Company Manager

**Qualifications/Requirements:**

- The ideal candidate will be highly organized and willing to take on a variety of challenges, possess excellent communication skills, have experience working with a wide range of personalities, and possess the skills required to be professional, sensitive, and diplomatic in all situations.
- Experience in Production and/or working knowledge of backstage processes
- Proficiency in Microsoft Office
- Knowledge of or ability to learn ticketing software
- A valid driver's license and the ability to drive cargo and passenger vans
- Ability to work long hours, including some weekends
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.

**Salary:** \$36,568

**Apply**

Paper Mill Playhouse is committed to hiring high caliber individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage and actively encourages applications from those with less visibility in the arts. We specifically welcome applications from those from Black, Hispanic, Asian, and minority backgrounds.

Send cover letter and resume with references to [Recruiting@PaperMill.org](mailto:Recruiting@PaperMill.org) with subject line Assistant Company Manager. No phone calls, please. If selected for an interview, Paper Mill will happily cover the cost of transportation if necessary.

Note: Covid-19 vaccinations are mandatory for employees of Paper Mill Playhouse. Exemptions are allowed for medical reasons or a sincerely held religious belief with approval from management.