

PAPER MILL PLAYHOUSE

IT Coordinator

Status: Part Time /Non-Exempt

Reports to: Director of IT

About Paper Mill Playhouse:

Founded in 1934, Paper Mill Playhouse has been a cherished New Jersey arts institution for more than 80 years. Paper Mill brings new American Musical Theater to life, with a national reputation that continues to grow. Collaboration with other regional theaters and leading independent producers brings over 200,000 New Jersey audience members annually the best in musical theater, from celebrated revivals to groundbreaking new works. In 2016, Paper Mill received the Regional Theater Tony award in recognition of its contribution to the national field, the industry's highest honor.

Paper Mill Playhouse is seeking a part time IT Coordinator to assist in providing onsite IT presence.. The position will act as a first line of IT support, in addition to performing hardware and software maintenance and updates. Approximately 30 hours per week, primarily during evening and weekends. This position reports to, and will work closely with, the Director of IT.

Essential Functions

- Provide technical support or training for systems and networks
- Act as link between end users and higher-level support
- Install and configure software and hardware
- Monitor system and network performance and make calls to vendors as appropriate
- Perform troubleshooting, repairs
- Perform maintenance on equipment including cleaning printers, copiers, and other office machines.
- Adds, moves, changes to the AT&T Office@Hand phone system
- Adds, moves, changes to Microsoft 365
- Monitor and organize PMP file storage
- Set up and break down IT equipment for meetings and special events
- Availability to work evenings and weekends corresponding with performance times

Required Experience

- Experience working with Microsoft Office 2016, 2019, or Microsoft 365
- Solid knowledge of Windows 10
- Experience in configuring and managing Apple iOS and Android devices.
- Experience in network management and help desk support is appreciated

- Excellent organizational and coordination abilities
- Strong troubleshooting, analytical, and problem-solving skills.
- Good interpersonal skills and the ability to work with technical and non-technical personnel.

Additional Eligibility Qualifications

- Understanding of TCP/IP protocols and LAN/WAN configuration a plus
- Proactive, positive attitude, strong work ethic, and a sense of humor
- 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
- Great attention to detail
- Able to remain calm and professional in high pressure situations

Salary: \$21.00 per hour – starting after Jan 1, 2022

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.

Send cover letter and resume to recruiting@papermill.org with subject line: IT Coordinator. No phone calls, please.

Note: Covid-19 vaccinations are mandatory for employees of Paper Mill Playhouse, including booster shots for those eligible to receive them. Exemptions are allowed for medical reasons or a sincerely held religious belief with approval from management.