

# PAPER MILL PLAYHOUSE

## Head Bartender & Mixologist

**Status: Non-Exempt/Hourly/Nights/Weekends**

**Reports To: Restaurant & Concessions Manager**

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 Theatre Tony award in recognition of its contribution to the national field, the industry's highest honor.

Paper Mill Playhouse facilities include a 1,150-seat theatre with attendant backstage dressing rooms, offices, and production support areas; front-of-house lobbies with bars, concessions, and restroom facilities; an 80-seat restaurant; a small house with two apartments; 2,500 square feet of education studios; three parking lots and grounds for milling.

### Position Overview

**As Head Bartender & Mixologist, your creative flair, energy, and passion for beverage will create superior beverage experiences for our guests. Through your effective leadership and innovation, you will create drinks and menus that place Carriage House Restaurant and Bar on the map as the "best bar and kitchen in Millburn, NJ".**

### Summary of Responsibilities:

**Reporting to the Restaurant & Concessions Manager, responsibilities and essential job functions include but are not limited to the following:**

- Work in partnership with the Restaurant General Manager to execute the smooth and flawless operation of the Bar and Restaurant.
- Adhere to state, federal, and corporate liquor regulations pertaining to serving alcoholic beverages to minors and intoxicated guests.
- Complete all bartender duties when necessary.
- Develop a complete working knowledge of the menu items and their ingredients and preparation.
- Develop a complete working knowledge of all products served in the bar.
- Ensure that all details of service are performed by the bartenders to expected standards and that every guest receives the highest quality of service in line with PMP standards.
- Train bartenders and service team to ensure beverage knowledge and service levels are to standard.

- Drive cocktail menu changes to ensure fresh, innovative, and seasonally accurate cocktails are available on the menu.
- Assist with beverage procurement, beverage costing.
- Contribute to shift briefings as required as well as lead staff training sessions for all beverage products.
- Complete product requisitions accurately and maintain bar beverage inventory control.
- Ensure all bartender checks are closed and guest billing is accurate.
- Monitor bar opening and closing duties and completed daily to standard by bartenders.
- Enforce all Covid-19 safety protocols as outlined by the organization.

### **Required Experience**

- 2+ years restaurant and/or bartending experience
- Excellent knowledge of wines, spirits, and mixed drinks
- Strong commitment to service
- Must be able to receive TIPS certification
- Must be able to stand for extended periods of time and lift up to 50 lbs

### **Additional Eligibility Qualifications**

- Excellent communication and organizational skills
- Strong interpersonal and problem-solving abilities
- Excel, Word, Square, and OpenTable back-office experience preferred
- Excellent work ethic with a high degree of responsibility
- Ability to work cohesively as part of a team and build relationships

### **As a valued member of the Paper Mill Playhouse operations team, you will receive:**

- \$15/hour plus tips
- Access to various dress rehearsals, performances, educational events, and professional development opportunities

### **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](mailto:recruiting@papermill.org) with subject line: Head Bartender & Mixologist

### **Our Mission:**

*Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.*