

# PAPER MILL PLAYHOUSE

## Brookside Cabaret Host

### **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.

### **About the Carriage House Restaurant**

The Carriage House Restaurant features seasonal American cuisine and is open for pre-theater dining during the mainstage season from September to June. Price fixed menus are offered in the dining rooms, and custom crafted cocktails, fine wines by the glass, and appetizers and desserts at the Bar. Newly opened in 2018, The Loft is located on the 2nd floor of the restaurant and is the perfect place for light snacks and custom crafted cocktails before the show. In 2020, the Carriage House expanded its operation to the outdoor Brookside Cabaret series bringing Broadway talent and Paper Mill favorites back to the theater for live performance and outdoor dining during the summer months.

**Reports to:** Restaurant & Concessions Manager

**Status:** Seasonal June 29-September 17, 2022

### **Responsibilities:**

- Facilitate artist arrival at the Brookside Cabaret including completion of onboarding paperwork. Coordinate with Human Resources regarding required paperwork.
- Act as the liaison between the Restaurant and Concessions Manager, Sound Engineers, and artists to ensure needs are effectively communicated and addressed.
- Oversee set-up of outdoor seating and process for moving Cabaret indoors including communications with patrons due to weather conditions.
- Give nightly speech on behalf of Paper Mill Playhouse welcoming patrons and introducing the performers.
- Ensure artist needs are taken care of from their arrival at Paper Mill until their departure at the end of the night.
- Assist Carriage House patrons on an as-needed basis by providing a friendly welcome to guests, and assisting with guest issues if they arise.
- Provide nightly report to Paper Mill Managers and closing paperwork.

### **Qualifications:**

- Excellent communication skills.
- Customer service experience and a can-do attitude.
- Positive, enthusiastic, and flexible attitude.
- Enjoy being outdoors.

- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic backgrounds.

**General Hours:** Wednesday -Saturday 4:00-9:00pm.

**Rate:** \$20/hour

## **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.

Send cover letter and resume to [recruiting@papermill.org](mailto:recruiting@papermill.org) with subject line: Brookside Cabaret Host.

## **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.*

We are guided by these core values:

- Artistic Excellence
- Sustainability
- Inclusivity
- Integrity
- Transparency