

PAPER MILL PLAYHOUSE

Associate Artistic Director

Status: Full Time/Benefits Eligible/Exempt

Reports to: Producing Artistic Director

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, bringing over 200,000 tri-state audience members annually to view the best in musical theater, from celebrated revivals to groundbreaking new works. The theater is fully unionized under AEA, SDC, IATSE, USA and AFM and produces five large-scale, mostly musical productions in its mainstage season each year. Some productions are self-produced while others result from collaborations with partner regional theaters and major commercial producers. In 2016, Paper Mill received the industry's highest honor, the Regional Theatre Tony award.

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 house with two apartments; 2,500 square feet of education studios; three parking lots and grounds for milling.

Position Overview

Under the direct supervision of the Producing Artistic Director, this position will facilitate creative management of productions and other artistic projects. Responsibilities include, but are not limited to, support and/or management of the following areas: season selection, pre-production planning and hiring, casting, active production oversight, and oversight of artistic educational programming, readings of new works, workshops, and other special projects. This position includes direct contact with all artists and artistic and production personnel working at Paper Mill Playhouse and serves as part of the administrative leadership team.

Essential Functions:

- Assists and supports the Producing Artistic Director with the administration and management of the Artistic Department of Paper Mill, and of other departments and projects in the absence of the Producing Artistic Director.
- Contributes to the effectiveness of the Producing Artistic Director by serving as a communication link between the Producing Artistic Director, the entire organization, and outside creative and business personnel.
- Supervises department staff and manages departmental budget.
- Works with Producing Artistic Director on season planning and related activities; programs an annual outdoor cabaret series entitled The Brookside Cabaret and curates and supervises other artistic programs as required, including special performances for board and donor events, community events, etc.
- Acts as liaison between casting directors and artistic personnel to create audition schedules which fulfill AEA requirements and the needs of each individual production.
- Supports and participates in the Education Department's programs as a key

representative of Paper Mill's Artistic Department, including audience education seminars, student classes and talkbacks, and direct involvement in writing/staging the annual Rising Star Awards and the annual *New Voices* Concert.

- Serves as the primary artistic staff person to read and evaluate submissions of new work for further development including researching new creative material. Identifies emerging performers, directors, choreographers, designers, etc. by attending various performances, readings, workshops, and college showcases.
- Participates in Equity, Diversity, Inclusion, and Anti-Racism committee activities and maintains a personal and professional artistic commitment to this area of work
- Supports the Development Department by attending and hosting donor events such as backstage tours, invited technical rehearsals and dress rehearsals, and cultivation lunches and dinners; supplying information for grant applications; and coordinating talent and programming for annual galas and other events throughout the season in partnership with Producing Artistic Director.
- Supports the Marketing Department by contributing to newsletters, brochures, and programs. Attends and coordinates talent for publicity events. Makes live curtain speeches when necessary. Hosts numerous audience development events such as Cast Talkbacks and subscriber tech tours.
- Other responsibilities as assigned.

Required Experience

- Excellent judgment to be used in determining which decisions and actions should be referred to the Producing Artistic Director and which items others can handle. The position requires outstanding human relations skills; tact and diplomacy are essential.
- Demonstrate highly developed presentation skills and knowledge of how the various elements of the creative process interrelate in developing a successful musical
- Experience working with both union and non-union work forces.
- Knowledge and understanding of the issues surrounding access, equity, diversity, inclusion, implicit bias, and institutional racism; ability and experience developing and implementing strategies to identify and define complex equity and inclusion issues when producing artistic programming.
- Experience communicating effectively both verbally and in writing to artists, actors, casting agents, managers, executive leadership, teams, Board members, partners, and diverse stakeholder groups.
- Experience with new theatrical work including local, national and international relationships.

Additional Eligibility Qualifications

- Positive attitude, strong work ethic, team member, and sense of humor.
- Proficient public speaker
- High levels of professionalism, interpersonal skills, discretion/confidentiality, good judgment and influencing skills with personal integrity and the ability to inspire confidence and trust.
- Professional experience as a producer, artistic director or associate, line producer, director, artist or performer.

Salary: \$75,000-\$95,000 annually

Benefits

- Comprehensive insurance coverage (medical, dental, vision, life, disability).
- Generous paid time off.
- 403b retirement savings account including a 3% match.
- Access to various 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 resume and a cover letter outlining your recent professional credits and their relevance to this position, and clearly state why you are uniquely qualified to be Paper Mill Playhouse's Associate Artistic Director to Recruiting@Papermill.org with subject line: Associate Artistic Director

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.