

PAPER MILL PLAYHOUSE

Executive Assistant

Status: Full Time/Benefits Eligible/Exempt

Reports to: Managing 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

We are seeking a highly motivated, organized, and detail-oriented individual able to manage and provide high-level programmatic and administrative support to Paper Mill Playhouse's Managing Director. The role must interact seamlessly and with a professional demeanor across a broad range of individuals including members of the Paper Mill Playhouse staff, Board of Directors, and leaders. To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel and institutional information while exercising professionalism and discretion. This critical position is also responsible for advancing, facilitating, and overseeing special projects and initiatives as appropriate.

Essential Functions:

- Manage the Managing Director's calendar, coordinate and schedule in-person and virtual meetings, take meeting notes, troubleshoot AV needs, handle travel arrangements, and process invoices, timesheets, and expense reports.
- Be the main point of contact for the Board of Trustees and oversee the implementation of different board committees, including but not limited to booking necessary spaces or

equipment, collecting RSVPs, managing technology needs, gathering necessary attachments, creating agendas, and taking/editing meeting minutes.

- Participate in relevant internal and external meetings, take notes, and drive follow-up action items including responsibility for prioritizing the department workflow and maintaining accurate files and records.
- Operate at a tactical, strategic, and operational level, managing and overseeing the special projects that do not neatly fit within the organizational chart or that fall between departments or leadership areas of responsibility.
- Conduct background research, asset mapping, and proposal writing for new initiatives, and funding opportunities.
- Work with outside consultants and lobbyists to maintain deadlines, schedule meetings, and provide deliverables regarding the capital campaign and upcoming \$30 Million renovation project.
- Research, edit, and draft written materials for the Managing Director's completion, creating professional-level materials for review and distribution to high-level individuals including legislators, donors, and stakeholders.
- Assist the Development team with grant writing and reporting, special events, the Capital Campaign, and the Paper Mill Gala as needed.
- Coordinate house seats and ticket requests for NYC events for theatre leadership, board members and VIP donors
- Other duties/projects as assigned.

Required Experience:

- Excellent project management skills with the ability to be energetic, proactively anticipate the needs of the organization, and balance competing priorities.
- Minimum of three (3) years working in a business, educational or non-profit environment and Microsoft Suite of Office Productions experience.
- Experience in the cultural or performing arts industry preferred; enjoying musical theatre as an art form is ideal.
- Ability to always maintain a high level of confidentiality, work independently and exercise substantial discretion and judgment
- Must be an independent, self-motivated, and highly resourceful individual in a fast-paced environment; able to prioritize and anticipate the needs of the Managing Director.
- Must have excellent verbal and written communication, interpersonal, decision-making, and organizational skills.
- 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.

- Demonstrated drive for results through a history of achievements and strategy.
- History of driving complex projects in the face of ambiguity.
- Be a self-starter with ambition.

Salary: \$45,000-\$55,000

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 how your experience makes you the right candidate for this position to Recruiting@Papermill.org with subject line: Executive Assistant

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.