

PAPER MILL PLAYHOUSE

Benefits Coordinator

Status: Full Time/Benefits Eligible/Exempt

Reports to Director of Finance and Administration

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

The Benefits Coordinator manages the day-to-day processing and reporting on employment benefits for Paper Mill's unionized and non-unionized staff.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administer health and retirement benefit plans, including all related required reporting, calculations, and payments, including employee payroll contributions
- Administer workers compensation, disability, and employee leave programs and claims
- Prepare regular reports to the health and pension funds of IATSE, AFM, and Equity
- Calculate and enter journal entries related to benefits in tandem with weekly payroll
- Assist with the annual renewal of the organization's health, dental, vision, HRA, life insurance, disability, and workers compensation plans
- Assist with EEO, OSHA, 5500 and any other related government or agency reporting as necessary
- Participate in the annual audit as it pertains to benefit plans
- Other duties and projects as assigned by the HR Manager

Qualifications/Desired Skills

- 2 years' experience in a HR department and/or in an administrative role at a theater, general management office, or production company
- Knowledge of or experience with IATSE, AFM and AEA strongly desired
- Experience with Financial Edge or ADP Workforce Now a plus
- Clear oral and written communication

JOB DESCRIPTION As of 6/1/22

- Customer service skills with the ability to establish and maintain rapport with internal and external contacts
- Highest ethical standards
- A commitment to equity, diversity, and inclusion
- Interest in Paper Mill's mission and programming

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, bending or standing on a stool as necessary.

Position Type/Expected Hours of Work

This is a full-time position. The hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m., 40 hours per week. Some flexibility regarding hours is possible. Paper Mill is primarily an in-person workplace, although office staff are encouraged to work from home on matinee days.

Salary Range: \$40,000 – 45,000

Benefits

- Comprehensive insurance coverage (medical, dental, vision, life, disability)
- Generous paid time off
- 403b retirement savings account with a company match of up to 3%
- 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 with subject line: Benefits Coordinator

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.