

PAPER MILL PLAYHOUSE

Production Department Assistant

Reports to: Director of Production

Status: Full Time/Benefits Eligible/Exempt

Job Summary

Under the direction of the Director of Production, the Production Department Assistant serves as a key member of Paper Mill's Production Department. The Production Department Assistant works closely with the Director of Production, Production Manager, Company Manager, and Production Coordinator supporting all aspects of the Production Department as needed and directed

Administrative responsibilities require regular 8-hour Monday through Friday daytime office hours and operational activities late nights and weekends as required by the Production Department Main Stage and Events schedule. Responsibilities include but are not limited to the PMP Main Stage, all areas backstage, and PMP Warehouse. Local travel is required on a regular basis.

Responsibilities:

- Attend all pre-production meetings, load-ins, load-outs, technical rehearsals, preview performances and production meetings as directed to provide support to the Production Department.
- Attend all PMP events and activities as directed to ensure that technical needs are met.
- Assist with the organization and maintenance of PMP warehouse and storage areas.
- Assist with the maintenance of machinery, equipment, tools, shop facilities, vehicles, and repairs.
- Deliver and pick up physical production items at shops, stores, and outside vendors as directed.
- Maintain the organization of the server filing system of the PMP Production Department for all documentation.
- Assist and support the Director of Production, Production Manager, and Production Department in planning general production operations.
- Maintain a working knowledge of the Paper Mill Playhouse's theatrical union contracts.
- Assist with documenting vendor billings and expense reimbursements
- Other responsibilities as assigned and directed.

Qualifications:

- Experience in regional and/or touring theatre and union contracts (Actors Equity, IATSE, Musicians AFM, United Scenic Artists); in both business office and artistic environments.

- Excellent work ethic, including but not limited to time and work management, self-motivation, interpersonal and collaborative skills.
- Ability to communicate professionally, effectively, and consistently both in person and in written correspondence.
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.
- Proficiency on PC using Outlook, Excel, Word, etc. (Auto CAD and Vectorworks a plus)
- Ability to create and maintain comprehensive and accurate financial reporting and paperwork.
- Familiarity with scenic drafting and building techniques as well as rigging, lighting, projections, effects, sound equipment, and specifications.
- Valid Driver's License (CDL is a plus) and clean DMV report required. Ability to drive cargo vans is required; ability to drive box trucks a plus.

Salary : \$40,000 annually

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 and actively encourages applications from those with less visibility in the arts. We specifically welcome applications from those from Black, Hispanic, Asian and minority backgrounds.

Send cover letter and resume to Recruiting@PaperMill.org with subject line Production Department Assistant. No phone calls, please. If selected for an interview, Paper Mill will happily cover the cost of transportation if necessary.

Note: All employees of Paper Mill Playhouse must be fully vaccinated (as defined by the CDC) and comply with all Paper Mill Playhouse Covid-Safety policies. Exemptions for vaccinations are allowed for medical reasons or a sincerely held religious belief with approval from management.