

# PAPER MILL PLAYHOUSE

## Assistant Company Manager

**Status:** Full Time/Benefits Eligible/Exempt

**Reports to:** Director of Production and Company Manager

### **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; a NY Costume Shop; three parking lots and grounds for milling.

### **Position Overview**

Under the direction and supervision of the Director of Production and the Company Manager, the Assistant Company Manager attends to a myriad of details associated with contracting, budget tracking, production payroll and expenses, and guest artist support.

### **Essential Functions:**

- Oversee day-to-day business relationship between Paper Mill and guest artists including but not limited to:
  - transportation and housing needs for guest artists and staff -appointments for worker's comp related doctor visits
  - arrange all catering needs during tech
  - preparation of materials (e.g., scripts/scores, welcome packets
  - handle ticket requests for guest artists with box office
  - insure creature comforts of guest artists (Physical Therapy, etc.)
  - Create and track housing & transportation budgets
  - Oversee maintenance of company vehicles
- Collaborate with Artistic Department regarding contractual issues and needs of the cast.
- Keep Director of Production, Company Manager, and Artistic Department informed of all developments relative to guest artists of Paper Mill productions.

- Process invoices, purchase orders, check requests, petty cash/credit card reports
- Complete special projects and assignments as directed by Director of Production and Company Manager.

### **Required Experience**

- Production experience and/or working knowledge of backstage processes.
- Proficient computer skills in Microsoft Office, knowledge of and/or ability to learn ticketing software.
- Ability to work Long hours including some weekends.
- A valid driver's license and the ability to drive cargo and passenger vans.

### **Additional Eligibility Qualifications**

- Highly organized and willing to take on a variety of challenges.
- Possess excellent communication skills.
- Experience working with a wide range of personalities.
- Be professional, sensitive, and diplomatic in all situations.
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic backgrounds.

**Salary:** \$38,500 annually \* The theater is fully unionized under AEA, SDC, IATSE, USA and AFM and produces five large-scale, mostly musical productions in its mainstage season (September -June) each year.

### **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 describing how your experience makes you the right candidate for this position to [Recruiting@Papermill.org](mailto:Recruiting@Papermill.org) with subject line: Assistant Company Manager**

### **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.