

# PAPER MILL PLAYHOUSE

## Assistant Facilities Manager

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

**Reports to:** Facilities Manager

**Schedule:** Typically, Wednesdays-Sundays 2:00-10:00 PM to coincide with production schedule.

### **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**

The Assistant Facilities Manager works to ensure the operation and maintenance of the Paper Mill facilities as a top-quality venue and adhere to the organization's procedures, policies, safety codes and mission.

### **Essential Functions:**

- Ensure the facility is maintained to a high standard, including full compliance with codes/regulations, health and safety requirements
- Ensure completion of ongoing regular maintenance, such as changing HVAC filters and light bulbs; minor plumbing, electrical, and carpentry projects; minor emergency repairs, etc.
- Assist and support the Facilities Manager as assigned, including but not limited to:
  - Complete/coordinate periodic inspections of building systems and equipment
  - Complete/coordinate and submit required reporting to external parties

- Complete/coordinate regular/recurring maintenance and janitorial duties, minor/emergency repairs, etc.
- Fulfill requests for meeting room or special event set-up, such as moving and arranging tables, chairs, lecterns, risers, etc.
- Maintains the grounds and parking lots including lawn cutting, planting, pruning, leaves clean-up and blacktop repair.
- Oversee part time event support staff and ensure satisfactory completion of duties
- Participate in departmental and building-wide meetings as requested
- Supervise and coordinate the work of contractors, including general building, mechanical and electrical, fire alarm systems, lift maintenance, pest control, security systems, emergency light testing & inspections, waste management, utilities, and any other maintenance requests, closely monitoring progress to ensure quality and completion of work as directed by the Facilities Manager.
- Implement, and monitor all procedures related to periodic maintenance, servicing, and inspection of equipment including HVAC, plumbing fixtures, sewage systems, electrical fixtures and circuitry, pumps, motors, elevators, related instruments/controls, etc. including planned and preventative maintenance schedule that anticipates and incorporates future developments with the building's infrastructure, finishes, fixtures, and décor as directed by the Facilities Manager.
- Help maintain stock and inventory of cleaning and janitorial supplies
- Inventory and monitor Furniture, Fixtures, and Equipment (FF&E) and makes recommendations on repairs, replacements, or upgrades
- Substitute for Facilities Manager in case of illness, vacation, etc.
- Other duties/projects as assigned.

### **Required Experience**

- Related work experience in a commercial property or professional theatre venue setting, or any similar combination of education or experience in the operation and maintenance of building systems and grounds of a public venue.

### **Additional Eligibility Qualifications**

- Proactive, positive attitude, strong work ethic, and a sense of humor.
- Working knowledge of all aspects of building systems and operations, contractual maintenance, and local laws pertaining to building operations and safety.
- Knowledge of Outlook, Microsoft Word, and Excel.
- Ability to work afternoons and evenings Wednesday through Sundays.
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic backgrounds.

**Salary:** \$27 Hour

**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 Facilities 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.