

PAPER MILL PLAYHOUSE

Special Events Coordinator

Status: Full Time/Benefits Eligible/Exempt

Reports to: Director of Membership and Special Events

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 Special Events Coordinator has a strong events background and will serve as a core member of the Development department. Reporting to the Director of Membership and Special Events, the ideal candidate will be a creative self-starter and problemsolver who will help plan and execute a variety of events.

Essential Functions:

- Work with the Director of Membership and Special Events and Donor Relations Manager to conceptualize and execute all stewardship, cultivation, campaign and fundraising events including;
- Manage annual events calendar, internal calendars, and VenueOps.
- Coordinate all event logistics including timelines, budgets, invitations, processing of gifts, donor acknowledgements, RSVP process and food and beverage.
- Support the development and execution of event materials, invitations, and collateral, in partnership with the development team.

- Work together with the Donor Relations Manager to create invitation lists for stewardship/cultivation events, and the gala.
- Support development's ongoing donor stewardship.
- Assist in coordinating the Annual Gala with the Development team, event chairs, committees, and Trustees to broaden participation and increase event revenue through sponsorships, ticket sales, in-kind donations, auction items, and journal ads.
- Manage raffle including annual raffle license, create descriptions for, package, and market all auction items, and manage the online GiveSmart auction.
- Follow-up and fulfillment for all auction and raffle items.
- Assist with the management of all gala logistics leading up to, the day of, and post event.
- Schedule and manage logistics for volunteer committees.
- Update all sponsorship, solicitation, and acknowledgment letters for the annual gala.
- Represent the Development Department at fundraising, cultivation, and community events.
- Other duties as assigned.

Required Experience

- Bachelor's Degree or equivalent work experience
- 3+ years of experience in fundraising and event planning, preferably in a theater or other cultural organization.
- Excellent written and oral communication.
- Keen organizational and project management skills.
- Excellent computer and fundraising database experience.
- Positive attitude, strong work ethic, collaborative team player.

Additional Eligibility Qualifications

- Experience with CSR Systems include Tessitura and GiveSmart systems a plus.
- Demonstrated calm under pressure.
- Ability to problem solve and anticipate challenges.
- Demonstrated facility with numbers and attention to detail.
- Facility with learning new technology/software.
- Interest in Paper Mill's mission and programming.
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic backgrounds.

Salary Range: \$45,000 - \$47,000 annually

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 with subject line: Special Events 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.