

PAPER MILL PLAYHOUSE

Director of Operations

Status: Full Time/Benefits Eligible/Exempt

Reports to: Executive Director

Oversees: Facilities Manager, Director of Information Technology, Head Chef, Security & Safety 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. 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 Theater 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.

Position Overview

Paper Mill Playhouse is seeking an enthusiastic Director of Operations to ensure continuous, safe, and reliable operations of the Paper Mill campus. This position is part of the Senior Management Team and reports to and will work closely with the Executive Director to ensure smooth daily operations.

Essential Functions

- Oversee the day-to-day operations of the Playhouse, including theatre facilities, the Carriage House Restaurant, Information Technology, Security & Safety. Direct and supervise 4 departmental managers, each of whom oversees their own staff; set objectives and evaluate performances.
- Work closely with Executive Director on long-term planning to further the company's overall strategic goals, including the renovations of the theater facility and the creation of a new Education Center in downtown Millburn.
- Work closely with the Facilities Manager to ensure the safe operations of all building systems at 22 Brookside Drive, including the theater building, Carriage House Restaurant, and outbuildings; the Education Studios at 20 Main Street; the house at 13 Brookside Drive; and a NYC-based Costume Shop.
- Work closely with Director of IT to ensure Paper Mill has an appropriate plan and budget for state-of-the-art telecommunications equipment and services for all of its staff.
- Work closely with the Safety & Security Manager to oversee the safety and security plan for the organization, including the hiring/supervision of security personnel.
- Oversee the budget and planning processes for Facilities, Facility Rentals, IT, and Safety & Security departments.

- Manage relationships and negotiate contracts with key contractors such as parking operator; shuttle services; snow removal service; refuse hauling service; and the Millburn Township police.
- Manage events in the Event Ops software; manage and coordinate all logistics for activities/events on the Paper Mill campus.
- Coordinate, promote and oversee facility rentals for the theater and restaurant.
- Coordinate teams across departments to foster an exchange of ideas and learning opportunities that will keep the company current with workplace practices.
- Oversee lease and insurance obligations. Work closely with Director of Finance to ensure adequate insurance coverage.
- Other responsibilities as directed by the Executive Director

Required Experience

- Related work experience in a professional theater setting.

Additional Eligibility Qualifications

- Proactive, positive attitude, strong work ethic, and a sense of humor.
- 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.
- Able to remain calm and professional in high pressure situations.
- An entrepreneurial spirit.

Salary Range: \$110,000-\$115,000

Apply

Paper Mill Playhouse is committed to hiring 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: Director of Operations. No phone calls, please.

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.

Paper Mill Playhouse is an **Equal Opportunity Employer** where the spirit of inclusion feeds into everything we do. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. We strive to create opportunities, access, resources, and rewards that are available to and benefit everyone. *Paper Mill Playhouse* is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.