

PAPER MILL PLAYHOUSE

Security and Safety Officer

Status: PT/Non-Exempt/Hourly.

Reports to: Security and Safety Manager

Work hours will vary according to the event schedule and may include weekends, evenings and holidays, and other scheduled work periods, as necessary.

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 Theatre 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, one of the country's leading regional theaters producing musicals and plays in Millburn, NJ, is seeking outgoing, customer service-oriented candidates for our Security & Safety Team. The Security and Safety Officer would be responsible for the safety and security of employees, guests, artists, and access to the stage door during all administrative and production-related activities.

Essential Functions

- As the Stage Door Administrator, the Officer will enforce all pre-entry screening and sign-in protocols while overseeing building access.
- Will assist with receiving and distributing all mail and packages to staff members and sending out all relevant business mail as needed.
- Establishes and maintains customer service standards complying with Paper Mill Playhouse customer service protocols.
- Respond to all safety and security calls in a timely and professional manner.
- Ability to adapt positively to frequently changing, fluid situations without the loss of efficiency or composure.

- Develops and maintains professional relationships and lines of communication with federal, state, and city officials, including Millburn PD and Fire Dept.
- Provide visual deterrence by always maintaining high visibility by walking the grounds.
- Safeguard against theft and property damage.

Qualifications

- High School Diploma or Equivalent
- AED and CPR certification. (PMP (Paper Mill Playhouse) will give 60 days to obtain).
- Excellent verbal and written communication skills, with a professional customer service manner.
- Ability to work effectively under pressure, be proactive and calm under pressure.
- Demonstrate ability to interact with and provide stellar service to outside agency partners, patrons, and employees at all levels of the organization.
- Be detail-oriented, well-organized, with the ability to juggle multiple priorities.
- Work with current ADP Workforce Now to sign in and out as required.
- Ability and willingness to work a flexible work schedule, to include evenings, weekends, and holidays.
- Must be able to comply with PMP Security & Safety guidelines and protocols.
- Experience working alongside local and state public safety agencies, managing in a union environment and negotiating collective bargaining agreements.
- Superior verbal and written communication skills.
- Superior interpersonal skills and the ability to work effectively with a wide range of people both inside and outside of the organization.
- Proficient in Microsoft Office Suite.
- Strong customer service orientation and the ability to communicate effectively with customers of various ages, socioeconomic, and ethnic groups, to deal tactfully and effectively with large groups of people, and to enforce rules and regulations.
- Ability to stand for 4+ hours and lift up to 50lbs

Compensation: \$18.00 p/h

WORK ENVIRONMENT:

While performing the duties of this position, the employee is frequently exposed to:

- Standing for extended periods throughout the day.
- Theater and studio settings
- Office setting

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: **Security and Safety Officer**. 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.