

# PAPER MILL PLAYHOUSE

## Executive Assistant

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

**Reports to:** Executive Director

### **About Paper Mill Playhouse**

Founded in 1934, Paper Mill Playhouse has been a cherished New Jersey arts institution for more than 80 years. Dubbed “the State theatre of New Jersey”, 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 the best in musical theater, from celebrated revivals to groundbreaking new works. 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; an 80-seat restaurant; and the Education Studios in downtown Millburn. Paper Mill currently produces a five play Main Stage season; several education and outreach programs including Summer Conservatory, the Rising Stars Awards and Theatre for Everyone; and cabaret and murder mystery performances in the Carriage House restaurant.

### **Position Overview**

Paper Mill Playhouse is seeking a highly motivated, organized, and detail-oriented individual able to manage and provide high-level programmatic and administrative support to Paper Mill Playhouse’s Executive Director and Producing Artistic Director. The role must interact seamlessly and with a professional demeanor across a broad range of individuals including members of the Paper Mill Playhouse staff, Board of Trustees, artists and leaders. To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel and institutional information while exercising professionalism and discretion. This critical position is also responsible for advancing, facilitating, and overseeing special projects and initiatives as appropriate.

This is a full-time, in-person position where some evenings, weekends, and early morning hours are required from time to time particularly during special events, including attendance at Opening Nights, and/or meetings that may happen outside normal hours.

## **Essential Functions**

- Manage the Executive Director's and Producing Artistic Director's calendars, coordinate and schedule in-person and virtual meetings, take meeting notes, troubleshoot AV needs, handle travel arrangements, and process invoices, timesheets, and expense reports.
- Serve as the main point of contact for the Board of Trustees and oversee the implementation of different board committees, including but not limited to booking necessary spaces or equipment, collecting RSVPs, managing technology needs, gathering necessary attachments, creating agendas, and taking/editing meeting minutes.
- Participate in relevant internal and external meetings, take notes, and drive follow-up action items including responsibility for prioritizing workflow and maintaining accurate files and records.
- Manage special projects and programs, setting objectives and guidelines, monitoring the progress of projects, and producing progress reports while ensuring it adheres to deadlines and budgets.
- Conduct background research, and proposal writing for new initiatives, and funding opportunities.
- Work with outside consultants and lobbyists to maintain deadlines, schedule meetings, and provide deliverables regarding the capital campaign and \$40 Million renovation project.
- Research, edit, and draft written materials for the Executive Director's completion, creating professional-level materials for review and distribution to high-level individuals including legislators, donors, and stakeholders.
- Assist the Development team with grant writing and reporting, special events, the Capital Campaign, and the Paper Mill Gala as needed.
- Coordinate house seats and ticket requests for NYC events for theatre leadership, board members and VIP donors.
- Perform other duties/projects as assigned.

## **Required Experience**

- Excellent project management skills with the ability to be energetic, proactively anticipate the needs of the organization, and balance competing priorities.
- Minimum of three (3) years working in a business or non-profit environment; experience in the cultural or performing arts industry preferred, with a passion for musical theatre as an artform.

- Ability to always maintain a high level of confidentiality, work independently and exercise substantial discretion and judgment.
- Must be an independent, self-motivated, and highly resourceful individual in a fast-paced environment; able to prioritize and anticipate the needs of the Executive Director and Producing Artistic Director.
- Must have excellent verbal and written communication, interpersonal, decision-making, and organizational skills.
- Extremely proficient in Microsoft programs inc. Outlook, Word, Excel, SharePoint and Teams. Proficiency in Adobe Acrobat and Zoom.
- Knowledge and understanding of the issues surrounding access, equity, diversity, inclusion, implicit bias, and institutional racism; ability and experience developing and implementing strategies to identify and define complex equity and inclusion issues when producing artistic programming.
- Demonstrated drive for results through a history of achievements and strategy.
- History of driving complex projects in the face of ambiguity.
- An interest in and capacity for teamwork and collaboration.

**Salary Range:** \$50,000-\$55,000

#### **Benefits**

- Comprehensive benefits including medical, dental, vision, life, and disability insurance, 403(b) plan with 3% match, and paid time off.
- 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: Executive Assistant. 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.