

PAPER MILL PLAYHOUSE

Event Support Staff

Status: Part-time /Non-Exempt

Reports to: Facilities Manager

Rate: \$16 per hour

Number of Positions: 2

Schedule: *Hours may vary depending on our show schedule or event schedule. Typical shifts for one position include Saturdays and Sundays 6:00am-11:00am & typical shifts for the other position are Saturdays 5:30pm-12:00am and Sundays 12:00pm-11:00pm. Work hours may vary and may include 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

The primary responsibility of our Event Support Staff is the overall cleanliness of the theater, grounds, and restrooms. Your role is to ensure that everyone entering the Paper Mill Playhouse is in an inviting environment.

Essential Functions

- Monitor, collect and remove trash from theatres, lobby, restrooms, concessions, galleries, outside courtyard and grounds, etc.
- Wipe, dust, and polish surfaces including seats, handrails, walls, counters, etc.
- Clean restrooms, including all sinks, fixtures, and toilets.
- Clean mirrors, windows, and glass.
- Sweep, vacuum, and mop floors, including utilizing proper signage to avoid slips, trips, and falls.
- Empty trash receptacles as required including those outside the theater.
- Work with House Management to attend to any urgent needs or spills.
- Stock restrooms, janitor closets, and cleaning carts as needed. Communicate needed supplies to management.
- Follow all Paper Mill Playhouse procedures to ensure a safe work environment and ensure the safety of guests.

- Safely use all chemicals in accordance with directions, including utilizing provided chemical mixing stations.
- Follow all Paper Mill Playhouse security protocols.
- Report damaged/broken equipment to management.
- Perform other duties as directed by management.
- Maintain regular personal attendance for all scheduled shifts to ensure timely performance of duties.

Qualifications/Experience

- High attention to detail.
- Effective communication skills.
- Ability to work effectively with supervisors and co-workers.
- Ability to work with minimal supervision.
- Ability to manage time efficiently and produce quality work within pre-set time frames.
- Proactive, positive attitude, strong work ethic, attention to detail and a sense of humor.
- Ability and willingness to work a flexible work schedule, to include evenings, weekends, and holidays.
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic backgrounds.

Rate: \$16.00 per hour

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: **Event Support Staff**. 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.