

PAPER MILL PLAYHOUSE

Security & Safety Supervisor

Status: Full-Time/Benefits Eligible/Non-Exempt

Reports to: Security & Safety Manager

Rate/Salary: \$26.00 per hour

Work Schedule: Hours vary according to event schedules, and many include weekends, 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 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 theater 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; The Education Studios in downtown Millburn; three parking lots and grounds.

Position Overview

The Security & Safety Supervisor is responsible for supervising venue security and event security operations for Paper Mill Playhouse. You will lead efforts to maintain a safe environment, enforce safety protocols, and ensure smooth security operations for both everyday activities and events.

Essential Functions

- **Safety & Security Enforcement:** Ensure the safety of all staff, patrons, and physical assets of Paper Mill Playhouse, its public areas, Paper Mill Studio and the F.M. Kirby Carriage House Restaurant and Bar.
- **Scheduling:** Assist Security & Safety Manager with the scheduling of Staff, Parking, Shuttle and Police coverage.
- **Ability to assist Security & Safety Manager with assessing, developing, and implementing security plans and procedures.**
- **Incident Response:** Respond promptly and professionally to safety and security calls.
- **Stage Door Administration:** Manage pre-entry screening and protocols, oversee CCTV surveillance, building access, and fire command systems.
- **Mail & Package Handling:** Assist with receiving and distributing staff mail/packages and overseeing outgoing business mail.
- **Customer Service:** Maintain and enforce high customer service standards in compliance with Paper Mill Playhouse protocols.
- **Adaptability:** Quickly adjust to changing situations without losing efficiency or composure.
- **Communication:** Foster strong relationships with local authorities, including Millburn Police and Fire Departments.
- **High Visibility:** Serve as a visible deterrent to theft and property damage through high visibility and patrols.
- **Crowd Control:** Assist with crowd management during events to ensure orderly entry and exit through a weapons detection system.
- **Performs other duties as assigned.**

Required Qualifications/Experience

- AED and CPR certification (60 days provided to obtain).
- Proven ability to work under pressure, with excellent verbal and written communication skills.
- Experience interacting with various stakeholders, including external partners, patrons, and employees at all levels.
- Strong attention to detail and organizational skills, with the ability to manage multiple priorities.
- Familiarity with security hardware/software.
- Willingness to work flexible hours, including evenings, weekends and holidays.
- Knowledge of CCTV, surveillance equipment, radio communications systems, life safety, and fire codes.
- 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.

Work Environment

- Frequent standing for extended periods throughout the day.
- Exposure to theater, studio, restaurant and office settings.
- Ability to lift up to 50 lbs.

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: **Security & Safety Supervisor**. 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.