

PAPER MILL PLAYHOUSE

Summer Camp Coordinator

Status: Full-Time Temporary /On-site

Compensation: \$25/hour, approximately 40 hours/week

Dates of Employment: As soon as possible, no later than Wednesday, June 25 through August 1, 2025

Camp Dates: June 30 – July 25, 2025

Work Hours: Monday–Friday, 9:00AM–5:00PM (Camp runs 9:30AM–4:30PM)

Location: Paper Mill Playhouse campus (Millburn, NJ), including Paper Mill Playhouse, Paper Mill Studios, and Millburn Middle School

Reports to: Director of Education

Position Overview

The Theatre Camp Coordinator plays a vital role in the daily success of Paper Mill Playhouse's Theatre School Summer Camp—a vibrant, multi-location program serving young artists ages 6–14. This position is the on-site point person for operational logistics and communication, helping ensure a safe, joyful, and educational experience for campers, families, teaching artists, and interns alike.

The ideal candidate is organized, proactive, and enjoys working with youth and families in a fast-paced, arts-rich environment. Responsibilities span across camp communications, daily operations, staff coordination, and safety compliance. The coordinator must be available for the full camp period, including a paid orientation and training week, and must maintain an active presence at all three camp locations throughout the program.

KEY RESPONSIBILITIES

Program Operations & Logistics

- Oversee day-to-day camp logistics, including daily arrival, breaks, lunch supervision, and dismissal
- Coordinate room transitions and supply delivery across Paper Mill Playhouse, Paper Mill Studios, and Millburn Middle School
- Serve as liaison between the education office and instructors to support smooth instructional flow and schedule implementation
- Support the rehearsal and performance process for culminating presentations, including Frozen Jr. and musical theatre showcases

Communication & Family Engagement

- Act as primary contact for parents/guardians during camp hours, responding to questions, absences, and updates via phone and email
- Communicate schedule reminders, logistics, and weekly highlights to families
- Manage participant attendance and administrative records

Staff & Intern Support

- Supervise and mentor program interns, providing orientation, task delegation, and daily oversight

- Coordinate intern and volunteer assignments to ensure effective classroom and transition support
- Collaborate with teaching artists to anticipate and meet instructional needs

Safety, Compliance & Administration

- Ensure all participants follow safety procedures, behavioral expectations, and site protocols
- Administer basic first aid as needed (First Aid/CPR certification required—training provided by Paper Mill)
- Document and communicate any incidents or concerns according to organizational protocol
- Submit weekly payroll for program staff and interns
- Track and submit supply requests and manage receipts in coordination with the Education Administrative Manager

QUALIFICATIONS AND EXPERIENCE

- Prior experience working with youth in a camp, school, theatre, or community program setting
- Exceptional organizational and time management skills, with the ability to multitask in a fast-paced environment
- Confident communicator with strong interpersonal skills and a warm, approachable demeanor
- Demonstrated ability to lead peers and supervise interns or volunteers
- Strong attention to detail, especially in managing logistics and compliance procedures
- Familiarity with musical theatre and/or production processes is a plus
- First Aid/CPR certification (training available if not current)
- Must be able to walk between locations and lift/carry light supplies or equipment
- High attention to detail and commitment to quality and professionalism, especially in liaising with youth and parents/guardians.
- Demonstrated ability to work effectively and respectfully with individuals from a wide range of cultural, social and professional backgrounds.
- Proficient in Microsoft Office
- Passion for the performing arts and alignment with Paper Mill's mission.

About Paper Mill Playhouse Theatre Camp

Paper Mill Playhouse Theatre School's Summer Camp serves young performers ages 6–14 with training in acting, voice, and dance, culminating in final sharing of performance for family and friends. Campers in full-day production sessions rehearse and perform *Frozen Jr.* in the Paper Mill Blackbox, while half-day campers showcase original scenes and brief musical theatre numbers. Camp is led by professional teaching artists with the support of trained interns, all committed to creating a supportive and artistically rigorous environment.

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 cover letter describing how your experience makes you the right candidate for this position to Recruiting@PaperMill.org with subject line: Summer Camp Coordinator. No phone calls, please.

The successful candidate will be required to authorize a background check, which will be conducted at Paper Mill's expense in full compliance with relevant law. The offer to the successful candidate will be contingent on the results of the background check.

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 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; 2,500 square feet of education studios; a NY Costume Shop; three parking lots and grounds.

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 races, color, ethnicity, ancestry, religion, creed sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender equity, gender expression, and Veteran status.