

PAPER MILL PLAYHOUSE

Theater for Everyone: Lend Your Voice Media Specialist

Status: Part-Time Temporary /On-site and Remote

Compensation: \$35/hour, approximately 22 hours total

Program Dates: July 20 – August 8, 2025

Work Hours:

- Sunday, July 20, 2025: 12pm-4pm at Paper Mill Studios in Millburn (4.0 hours)
- July 21-August 4: Remote work: (5.0 hours total/maximum)
- Monday-Wednesday, August 4-6, 2025: 9:30am-11:30am at Pillar School (2.0 each)
- Thursday/Friday August 7 & 8; 8:30am-12:00pm at Pillar School. (3.5 each)

Locations:

- Paper Mill Studios 20 Main St., Millburn, NJ
- Pillar School 51 Old Road in Livingston NJ.

Reports to: Associate Director of Education

Position Overview

The Media Specialist will facilitate audio recording session on July 20 at Paper Mill Studios, work remotely to prepare the audio clips and create the visual slide package in, attend rehearsals at the school the week of August 4, and participate in the performances on August 7 and 8 at 10:00am.

KEY RESPONSIBILITIES

Audio Recording Captures/Visual Aid creation

- The Media Specialist will record young actors' voices, edit the audio clips and prepare them for use during the performance, organize a digital media folder for this purpose,
- Collaborate with the Director on the images and concepts to be displayed on show slides, create the slide package, and run sound and AV delivery during the performance days of August 7 and 8.
- Support students and faculty regarding all aspects of sound and image technology,
- Liaise with school administration on equipment and power needs to execute the performance
- Notify Paper Mill administration of existing equipment inventory, and any supplemental equipment needed.

Team Collaboration

- Attend HR orientation and collaborate with Project Director/Teaching Artist to align instructional plans supported by AV technologies
- Communicate regularly with Program Director/Teaching Artist regarding equipment needs and scheduling
- Uphold a positive, inclusive, and respectful learning environment for all students

QUALIFICATIONS AND EXPERIENCE

- Experience using basic sound recording software and equipment.
- Experience editing sound files, providing samples of past work
- Experience operating a soundboard.
- Experience using PowerPoint software providing samples of past work
- Comfortable supporting young performers with developmental disabilities. Applicants with special education certification will be prioritized.
- Friendly, professional, and flexible attitude with strong communication skills
- Commitment to Paper Mill Playhouse's mission of access, inclusion, and artistic excellence

About Paper Mill Playhouse "Theater for Everyone: Lend Your Voice"

Paper Mill Playhouse's "Theater for Everyone: Lend Your Voice" summer residency at the Pillar School in Livingston New Jersey, requires a Media Specialist to support the recording of audio tracks and the creation of a visual PowerPoint slide package to support a student production of Beauty and the Beast on August 7 and 8, 2025. The performances will be live on stage at the Pillar School.

Some students in the performance company are nonverbal and the Media Specialists will support the Theater Director/Teaching Artist in recording the spoken lines for students appearing in the show. Performers will utilize an audio clip of their script parts with the assistance of a trigger button and their 1:1 aide.

During the performance, a PowerPoint presentation is displayed above the stage area to assist with communication and comprehension of the story of a show.

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: **Theater for Everyone Media Specialist**
Candidates will be asked to interview in person. 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.