

PAPER MILL PLAYHOUSE

Security & Safety Officer

Reports to: Security & Safety Manager

Status: Part Time/Non-Exempt/Hourly

Salary: \$18.00/hour

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; three parking lots and grounds.

Position Overview

Paper Mill Playhouse, one of the country's leading regional theaters producing musicals and plays in Millburn, NJ, is seeking outgoing, reliable and customer service-oriented individuals to join our Security & Safety Team. This team is responsible for ensuring the safety and security of all staff, artists, and guests during all administrative and production activities.

This is a part-time, hourly position that includes evening and weekend availability, particularly during show runs (which typically span five-week periods per production). Some weekday shifts may be required for matinees and special events.

Essential Functions

- Serve as Stage Door Administrator, enforcing all pre-entry screening and sign-in protocols
- Monitor entry and exit of all individuals to ensure safety and compliance
- Receive and distribute mail and packages; assist with outgoing mail as needed
- Conduct regular patrols of the premises to provide visible security and deter unauthorized activity
- Maintain accurate incident reports and communications logs as needed
- Support positive working relationships and communication with local police, fire, and emergency response personnel
- Uphold a professional and welcoming demeanor consistent with Paper Mill's customer service standards
- Respond promptly and professionally to safety and security concerns
- Adapt positively to changing, fluid situations without the loss of efficiency or composure
- Comply with and support all safety protocols and emergency procedures
- Safeguard against theft, unauthorized access, and property damage
- Demonstrate reliable attendance and punctuality for all scheduled shifts
- Other duties as assigned

Qualifications

- High School Diploma, GED, or equivalent experience required
- AED and CPR certification (or willingness to be obtained within 60 days of hire)
- SOARA certification (or willingness to be obtained within 30 days of hire)
- Prior experience in security preferred
- Experience working alongside local and state public safety agencies
- Must be able to comply with and enforce all Paper Mill Playhouse Security & Safety guidelines and protocols

Communication & Interpersonal Skills

- Strong verbal and interpersonal skills with the ability to work effectively with people across all levels of the organization
- Demonstrated ability to interact professionally and respectfully with staff, artists, guests and outside agency partners (e.g., police, fire, EMT)
- Strong customer service orientation, with the ability to engage tactfully and positively with individuals of all ages and backgrounds
- Excellent written and verbal communication skills, including the ability to provide clear, timely and courteous service in a fast-paced, public-facing environment

Professionalism & Emotional Intelligence

- Ability to remain calm, focused, and proactive in high-stress or emergency situations
- Proven ability to work under pressure, demonstrating patience and professionalism
- Demonstrated ability to multitask while maintaining attention to detail and a welcoming demeanor
- Strong problem-solving skills and sound judgement in responding to incidents and enforcing rules

Technical & Organizational Skills

- Detailed-oriented and highly organized, with the ability to manage multiple priorities effectively
- Proficient in Microsoft Office and comfortable using two-way radios or similar communication devices

Availability & Values Alignment

- Ability and willingness to work a flexible schedule, including evenings, weekends, holidays, and weekday performances as needed
- 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

Physical Qualifications

- Ability to stand for extended periods (up to 4+ hours per shift)
- Ability to perform routine patrols throughout the facility and grounds, as required by the shift or situation
- Ability to walk up and down stairs and navigate multiple levels of the campus, including uneven surfaces indoor and outdoor spaces
- Comfortable working in active theater environments (e.g. auditorium, lobbies) with varied lighting and sound conditions
- Ability to push, pull, or lift up to 50 lbs

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without accommodation.*

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