

PAPER MILL PLAYHOUSE

FM KIRBY CARRIAGE HOUSE RESTAURANT at PAPER MILL PLAYHOUSE

Job Title: Director of Food & Beverage

Status: Full Time, Exempt

Reports to: Executive Director

Job Summary

Paper Mill Playhouse seeks an experienced and visionary Director of Food & Beverage to lead all culinary and hospitality operations at one of the country's premier regional theaters. This senior level position oversees the Carriage House Restaurant & Bar – a multi-level, full-service dining and event venue – as well as the theater's concessions program, delivering exceptional dining and event experiences for patrons and guests. Reporting directly to the Executive Director, the Director of Food & Beverage will oversee all day-to-day operations, drive revenue growth, and ensure seamless integration of all food, beverage and event operations with the theater's vibrant performance schedule. The ideal candidate brings proven strong leadership in food and beverage operations, a strong financial and strategic mindset, and a passion for creating exceptional guest experiences.

About the Carriage House Restaurant

The Carriage House Restaurant is currently undergoing an \$8.5 million renovation, scheduled to reopen as a multi-concept, full-service dining and event venue. The space will feature four distinct areas: a main dining room and bar (seating 70), a smaller dining room/coffee bar (seating 28), a cocktail lounge (seating 32), and a flexible event space for up to 100 guests. The restaurant will serve both theatergoers and standalone diners, with expanded opportunities for special events, private functions, catering, and creative programming in collaboration with other departments.

Key Responsibilities

- Provide strategic leadership for all F&B operations of the organization, ensuring alignment with Paper Mill Playhouse's mission and standards of excellence.
- Manage all aspects of the newly renovated restaurant.
- Manage concessions across all theater lobbies, including food and beverage service before performances and during intermissions.
- Ensure consistent quality of menu offerings, presentation, and service standards across all outlets.
- Serve as the primary liaison and supervisor of the Head Chef and Restaurant/Concessions Manager, fostering a collaborative and high-achieving team culture.
- Lead planning and execution of private events, donor receptions, and corporate functions in the Carriage House's event space in association with the theatre's development department.
- Develop catering strategies to maximize use of the event space, ensuring operational excellence and customer satisfaction.
- Work closely with theatre artistic staff on the execution of "Carriage House Presents" programming that may include murder mystery nights, cabaret performances, piano bar and trivia nights, etc.
- Manage relationships with vendors and partners to support diverse and creative event offerings.

- Working with Head Chef and Restaurant/Concessions Manager, drive growth in revenue currently averaging \$1.7M annually for the restaurant, and \$620K for concessions.
- Develop and monitor the annual F&B budget for the restaurant and concessions, including forecasting, cost control, and revenue analysis.
- Analyze financial performance data to identify trends and implement strategies for increasing profitability.
- Ensure efficient use of inventory systems and POS software to track sales, reduce waste, and maintain accurate reporting.
- Develop and oversee a comprehensive marketing strategy for the Restaurant.
- Maintain full compliance with all health, safety, and alcohol service regulations.
- Oversee staff training in food handling, responsible alcohol service, and guest experience standards.
- Conduct regular inspections and implement improvements to ensure top-tier operational performance.
- With the Head Chef and Restaurant and Concessions Manager, recruit, train, and manage full-time and part-time staff across all F&B operations.
- Lead performance evaluations and foster professional development for direct reports.
- Cultivate a customer-focused team culture with a strong emphasis on hospitality.

Qualifications Required

- 5+ years of senior-level F&B management experience in a high-volume restaurant, hospitality, or performing arts environment.
- Proven success in restaurant management, event management and catering operations for private and corporate functions.
- Demonstrated expertise in budget development, financial oversight, and operational strategy.
- Strong leadership skills with experience supervising culinary, service, and management teams.
- Excellent organizational and communication skills, with the ability to thrive in a fast-paced, customer-focused environment.
- Availability to work evenings, weekends, and holidays in alignment with theater schedules.

Ideal Candidate Profile

- The ideal candidate is a goal-driven, solution-oriented professional who thrives in dynamic environments. They are an out-front, forward thinker with a proactive mindset and a passion for creating exceptional guest experiences.
- They bring high energy, enthusiasm, and genuine passion to their work every day, inspiring both clients and team members alike. With extensive knowledge of food, beverage, wine, and high-end service standards, they consistently deliver excellence in every detail.
- This individual is not only strategic and organized but also personable and engaging with the ability to build strong relationships with clients, vendors, and staff. Their commitment to hospitality excellence, quality and innovation makes them a key driver of successful, restaurant operations.

Direct Reports

- Restaurant and Concessions Manager
- Head Chef
- Catering/Event Staff

Salary Range: \$90,000 - \$110,000/year

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: *Director of Food & Beverage*. No phone calls, please.

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; a restaurant; a small house with two apartments; 2,500 square feet of education studios; 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 race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.