

# PAPER MILL PLAYHOUSE

**Job Title:** Executive Assistant

**Location:** On-site, Millburn, NJ

**Reports to:** Executive Director and Producing Artistic Director

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

**Schedule:** Full-time, primarily Monday-Friday; some evenings and weekends required for special events and meetings.

**Salary/Rate:** \$50,000-\$60,000 annual

## Position Overview

Paper Mill Playhouse seeks a highly organized and professional Executive Assistant to provide comprehensive administrative and program support to the Executive Director and Producing Artistic Director. The Executive Assistant will act as a liaison, managing communications, prioritizing requests, and ensuring follow-up on critical matters.

The role requires frequent interaction with staff, Board of Trustees, artists, donors and external stakeholders. This position handles highly sensitive financial, legal, personnel and institutional information with discretion and plays a critical role in advancing, facilitating, and overseeing special projects and initiatives.

This is a full-time, in-person role. Occasional early mornings, evenings, or weekends are required for special events, meetings, and Opening Nights.

## Key Responsibilities

- Act as a liaison for the Executive Director and Producing Artistic Director, managing communications, prioritizing requests, and ensuring timely follow-up.
- Manage executive calendars, schedule meetings (in-person and virtual), take notes, troubleshoot AV needs, coordinate travel, and process invoices, timesheets, and expense reports.
- Assist with budget tracking, expense reconciliation, and preparation of financial reports for executive review. Meticulous attention to detail is essential.
- Serve as the liaison to the Board of Trustees and its committees, coordinating meetings, distributing materials, tracking RSVPs, and preparing agenda and minutes.
- Participate in internal and external meetings, take notes, and track follow-up items and maintain accurate records.
- Manage special projects and programs, set objectives, monitor progress, and prepare reports to ensure deadlines and budgets are met.
- Conduct background research and prepare proposals for new initiatives and funding opportunities.
- Coordinate with outside consultants and lobbyists as needed to maintain deadlines, schedule meetings, and provide deliverables regarding the capital campaign and ongoing renovation projects.
- Draft, edit, and prepare professional communications for legislators, donors, and key stakeholders.
- Collaborate across departments to ensure executive communication and materials align with organizational messaging.
- Support Development team initiatives, including grant writing, reporting, and special events such as the Capital Campaign and Gala.
- Coordinate house seats and ticket requests for NYC events for theatre leadership, board members and VIP donors.
- Perform other duties/projects as assigned.

## Qualifications and Experience

- Minimum of three (3) years working in a business or non-profit environment; experience in the cultural or performing arts industry preferred, with a passion for musical theatre as an art form.
- Demonstrated interest in theatre management.
- Experience supporting multiple senior leaders simultaneously in a fast-paced environment.
- Exceptional organizational, project management, and prioritization skills with attention to detail and ability to manage competing deadlines.
- Ability to always maintain a high level of confidentiality, work independently and exercise substantial discretion and judgment.
- Ability to anticipate executive needs and prioritize competing demands effectively.
- Excellent verbal and written communication, interpersonal, decision-making, and organizational skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook and Teams); experience with Adobe Acrobat and Zoom.
- Knowledge and understanding of the issues surrounding access, equity, diversity, inclusion, implicit bias, and institutional racism; ability to develop and implement strategies to identify and define complex equity and inclusion issues when producing artistic programming.
- Proven ability to manage complex projects, adapt to ambiguity, and achieve results through effective strategy and execution.
- A self-starter who is capable of leading projects, but also has an interest in and capacity for teamwork and collaboration.

## Additional qualifications:

- High level of professionalism, reliability, and attention to detail.
- Ability to maintain strict confidentiality with sensitive information.
- Commitment to equity, diversity, inclusion, and ability to interact effectively with individuals from diverse cultures and socio-economic experiences, free from prejudice and aggressions.
- Passion for theatre and arts education.
- Alignment with Paper Mill Playhouse's mission and values.

## Benefits

Competitive benefits package including medical, dental, vision, life, and AD&D insurance; paid time off; pre-tax flexible spending accounts; 403(b) matching contributions of up to 3% of salary; and access to various performances and educational events.

## To Apply

Paper Mill Playhouse is committed to working with high-caliber individuals of diverse backgrounds. We strive to provide our staff a nurturing and inclusive environment, equal for all employees and optimal for success. Paper Mill celebrates diversity and believes it enriches both our work environment and the work on our stage.

Send your resume and cover letter describing why your experience makes you the right candidate to **Recruiting@Papermill.org** with the subject line: **Executive Assistant**. Please indicate your earliest availability for a start date. 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; an 80-seat 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 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 equity, gender expression, and veteran status.