

# PAPER MILL PLAYHOUSE

## **Paper Mill Playhouse Theater School Teaching Assistant (multiple positions available)**

**Status:** Part-Time, Temporary/ On-site

**Compensation:** \$20 / hour

**Dates:** February 2026 - June 2026

**Work Hours:** Class shifts assigned within the hours of Mon-Fri 3:30-6:30pm and Saturdays 9:00am-1:00pm

**Location:** Paper Mill Playhouse Black Box and Paper Mill Studios, Millburn, NJ

**Reports to:** Theater School Manager

### **Position Overview**

Paper Mill Playhouse seeks enthusiastic Teaching Assistants to support our Theater School's Spring season classes for students ages 3-16. Teaching Assistants work alongside Lead Teaching Artists to create a safe, joyful, and engaging classroom environment that encourages creativity, confidence and collaboration.

This position is best suited for someone with prior experience working with children in educational, theatrical, camp, or childcare settings.

### **Key Responsibilities**

- Support Lead Teaching Artists in the delivery of engaging, age-appropriate theater classes for students ages 3-16
- Assist with classroom management, transitions, and maintaining a safe, inclusive, and positive learning environment
- Help facilitate theater activities such as warm-ups, games, improvisation, basic movement, vocal exercises, and scene work
- Model positive behavior, focus, and enthusiasm for students
- Provide individual support to students as needed, including redirection, encouragement, and participation assistance
- Assist with setup and breakdown of classroom materials, props, and basic technical elements
- Supervise students during arrival, dismissal, and any breaks or transitions
- Communicate student needs or concerns to Lead Teaching Artists and program staff
- Support performances, showings, or special events as assigned

### **Qualifications and Experience**

- Experience working with children and/or teens in educational, theatrical, or camp settings
- Interest in theater, performance, or arts education (formal training not required)

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- Strong communication skills and the ability to work collaboratively as part of a teaching team
- Patience, flexibility, and the ability to adapt to different age groups and learning styles
- Reliable, punctual, and professional in working with students, families, and staff
- Ability to follow lesson plans while remaining responsive to classroom needs
- Comfort supporting positive classroom management and participant behaviors
- Ability to be active and engaged, including participating in physical theater activities
- Commitment to equity, diversity, and inclusion, with the ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggression.
- Passion for theater and arts education and alignment with Paper Mill Playhouse's mission, values, and commitment to access, inclusion, and artistic excellence.
- Alignment with Paper Mill Playhouse's mission and values.

## 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 both our work environment and the work on stage.

To apply, please send a resume and brief cover letter describing how your experience makes you a strong fit for this position to [Recruiting@PaperMill.org](mailto:Recruiting@PaperMill.org) with the subject line: **Theater School Teaching Assistant**. 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 our Theater School

Paper Mill Playhouse offers joyful, skill-building classes for performers of all ages. With a focus on musical theatre technique – singing, acting, and movement – our weekly classes help students grow confidence, connect with others, and explore their creativity in a supportive environment.

## 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

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independent producers bring 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 race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender equity, gender expression, and veteran status.