

PAPER MILL PLAYHOUSE

Theater School Tour Supervisor

Status: Part-Time, Temporary (Off-site / Touring)

Compensation: \$45 / hour

Dates: February 3-12, 2026 (fixed term engagement)

Work Hours: (times are approximate):

- 2/3 10:30am-3:00pm
- 2/4 8:00am-12:00pm
- 2/5 7:30am-11:30am
- 2/6 2:00pm-6:00pm
- 2/7 12:00pm-4:00pm
- 2/10 11:00am-3:00pm
- 2/11 8:00am-12:00pm
- 2/12 8:00am-12:30pm

Location: Various community venues and schools throughout Essex and Union Counties (travel required)

Reports to: Children's Theater on Tour Director

Position Overview

Paper Mill Playhouse seeks a Theater School Tour Supervisor for our Children's Theater on Tour program. This role oversees tour logistics, transportation, audio engineering including operation of the touring audio system, and on-site production support for youth performances throughout the community. The ideal candidate combines production experience with a supportive, calm approach to working with child performers.

Key Responsibilities

- Maintain a calm, supportive environment for child performers
- Communicate with education staff regarding schedules and logistics
- Drive a cargo van to performance locations
- Pack, load, unload, and transport scenery, costumes, and equipment
- Execute load-in and load-out at community venues
- Operate and monitor audio system and microphones

Qualifications and Experience

- Minimum 3 years of experience in audio or theatrical production work
- Experience with basic theatrical audio systems
- Valid driver's license and comfort driving large vehicles
- Ability to lift and transport equipment safely

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- Experience with children preferred
- Friendly, professional, and flexible attitude with excellent communication skills.
- Commitment to Paper Mill Playhouse's mission of access, inclusion, and artistic excellence.
- 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 theatre and arts education with a desire to share that with others.
- 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, send a resume and cover letter describing how your experience makes you a strong fit for this position to Recruiting@PaperMill.org with the subject line: **Theater School Tour Supervisor**. 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 Children's Theater on Tour

Paper Mill's Children's Theater on Tour brings high-quality theatrical productions to schools and community organizations throughout New Jersey, expanding access to live theater for young audiences.

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

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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.