

# PAPER MILL PLAYHOUSE

## **FM KIRBY CARRIAGE HOUSE RESTAURANT at PAPER MILL PLAYHOUSE**

**Job Title:** Fine Dining Bartender

**Status:** Part-Time | Non-Exempt

**Location:** On-Site – Paper Mill Playhouse (Millburn, NJ)

**Reports to:** Restaurant and Concessions Management Team

### **About the Carriage House Restaurant**

Paper Mill Playhouse is currently undergoing a \$48 million, campus-wide renovation project that includes an \$8.5 million renovation and expansion of the F.M. Kirby Carriage House Restaurant - scheduled to open in March as a multi-concept, full-service dining and event venue – as well as multiple theater concessions stands. The Carriage House Restaurant will feature four distinct areas: a main dining room and bar, a smaller dining room/coffee bar, a cocktail lounge, 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.

### **Position Overview**

The Bartender supports pre-theater dining, full-service restaurant operations, private events, and concessions bars. This role requires technical proficiency, speed, and discipline, with the ability to execute consistently during high-volume, time-sensitive service.

This position is intended for experienced bartenders who already possess strong fundamentals and can perform under pressure without compromising quality or guest experience.

### **Key Responsibilities**

#### **Bar Operations & Beverage Execution**

- Prepare and execute classic and house cocktails, wine, beer, and non-alcoholic beverages with speed and consistency.
- Manage simultaneous service for bar guests and dining room tickets during pre-theater rushes.
- Maintain strict timing awareness tied to performance schedules.
- Deliver polished bar service during standard restaurant operations between productions.
- Support private events and receptions, including high-volume and batched beverage service.

#### **Operational Support & Standards**

- Periodically assist with concessions beverage service as operationally required.
- Maintain immaculate bar mise en place, cleanliness, organization, and prep standards.
- Communicate clearly with servers, hosts, and management to support service flow.
- Model and maintain warm, professional, and hospitable communication with guests, ensuring a welcoming, approachable, and respectful service experience at all times.
- Enforce responsible alcohol service at all times.

- Assist with inventory awareness, restocking, breakdown, and closing duties.

### **Qualifications and Experience**

- Minimum of 2+ years of professional bartending experience in cocktail-focused high-volume or upscale service environments.
- Strong foundational knowledge of classic cocktails, spirits, wine, and beer.
- Proven ability to execute high ticket volume accurately and efficiently.
- Exceptional organization and multitasking skills.
- Professional, guest-focused demeanor.
- 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 aggressions.

### **Physical Requirements**

- Ability to stand for extended periods.
- Ability to lift up to 40 pounds (cases, ice, kegs, equipment).

### **Schedule & Hours Requirements**

- This is a part-time position with hours scheduled based on business needs. Schedules may vary throughout the year in response to performance schedules, seasonal activity and special events, and may include days, evenings, weekends, holidays, and performance-related hours.

### **Compensation**

\$6.05 per hour plus participation in a tip pool share.

### **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.

To apply, please submit a resume detailing your bartending experience in upscale or high-volume service environments to [Recruiting@PaperMill.org](mailto:Recruiting@PaperMill.org) with subject line: ***Fine Dining Bartender***. No phone calls, please.

### **About Paper Mill Playhouse**

Founded in 1934 and recipient of the **2016 Regional Theatre Tony Award**, Paper Mill Playhouse is an internationally recognized leader in American musical theater and a cornerstone of arts education and access across New Jersey. Each year, Paper Mill produces groundbreaking new works and acclaimed revivals to over 200,000 audience members, while its award-winning education programs reach more than 40,000 students, educators, and families through in-school partnerships, and access initiatives that nurture creativity, build confidence, and cultivate the next generation of theater lovers. The campus also includes the F.M. Kirby Carriage House restaurant and other facilities that support vibrant programming and community engagement across a range of performance and hospitality experiences.

### **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.