

# PAPER MILL PLAYHOUSE

## Summer Education Program Nurse

**Status:** Seasonal Temporary / On-site

**Compensation:** \$25-\$35 / hour

**Dates:** Late June – Mid-August

**Work Hours:** Monday – Friday, approximately 8:00am – 5:00pm

**Location:** Millburn, NJ (multiple nearby program sites)

**Reports to:** Director of Education

## Position Overview

Paper Mill Playhouse is seeking an experienced, compassionate Program Nurse to oversee health and safety across our Summer Training programs. This role supports students ages 5–18 across multiple program sites within walking distance, serving as the lead medical professional for all participants and staff.

While each program is supported by first aid/CPR-certified staff, the Program Nurse provides clinical oversight, higher-level medical care, and decision-making, ensuring a safe and responsive environment for a vibrant, fast-paced performing arts community. .

Paper Mill Playhouse’s summer programs serve a wide range of young artists—from early learners to pre-professional performers—in a structured, ensemble-based environment that includes classes, rehearsals, and performances.

The Program Nurse operates as a centralized health resource across all programs, coordinating care, managing medical systems, and responding to escalated needs.

## Key Responsibilities

### Clinical Oversight Across Programs

- Serve as the primary medical professional for all summer programs
- Provide guidance and support to first aid-certified staff responding to routine incidents
- Assess and manage escalated medical situations and determine next steps for care
- Move between program locations as needed to respond to health concerns

### Direct Medical Care

- Evaluate and treat minor injuries and illnesses
- Administer medications and maintain accurate medication logs
- Monitor students with chronic conditions, allergies, or specific care plans
- Respond to emergencies and coordinate higher-level care when needed

# PAPER MILL PLAYHOUSE

## **Health Systems & Compliance**

- Establish and oversee health systems across multiple program sites
- Maintain confidential and accurate medical records
- Ensure compliance with NJ Department of Health standards
- Develop and implement communicable disease protocols and response plans

## **Prevention & Safety**

- Create proactive systems to minimize illness and injury across all programs
- Monitor overall wellness trends and environmental health factors
- Ensure appropriate medical supplies are stocked and accessible at each site

## **Communication & Coordination**

- Serve as primary liaison for health-related communication with families and staff
- Provide clear guidance to program leadership on medical decisions
- Coordinate with external healthcare providers when necessary
- Accompany participants to urgent care or hospital if required

## **Staff Support & Training**

- Participate in staff training, including health and safety procedures
- Provide guidance and reinforcement of best practices for on-site staff
- Support a calm, organized response culture across all programs

## **Qualifications and Experience**

- Required:
  - Licensed RN, LPN, or EMT in New Jersey
  - Current First Aid, CPR, and AED certification
- Preferred:
  - Experience with children across a wide age range (early childhood through teens)
  - Experience in camp, school, or performing arts environments
- Knowledge of community/public health practices
- Friendly, professional, and flexible attitude with excellent communication skills.
- Commitment to equity, diversity, and inclusion, with the ability to interact effectively with people of different cultures and socioeconomic experiences, free from prejudice and aggression.
- Commitment to Paper Mill Playhouse's mission of access, inclusion, and artistic excellence.

# PAPER MILL PLAYHOUSE

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

To apply, send a resume and cover letter describing how your experience makes you the right candidate for this position to [Summer@PaperMill.org](mailto:Summer@PaperMill.org) with the subject line: PROGRAM NURSE. 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

Paper Mill Playhouse's Summer Education Training Programs serve students ages 5–18 across a range of experiences, from introductory creative exploration to pre-professional training.

- **Summer Musical Theater Conservatory:** A five-week, audition-based program offering rigorous training in acting, voice, and dance, led by professional artists and culminating in the fully produced New Voices Concert.
- **Summer Studio:** A flexible, open-enrollment program where students build skills through participant-centered classes in acting, singing, and movement, developing confidence, creativity, and collaboration through classes and culminating performances.
- **Musical Theater Technique Intensive:** A two-week, audition-based, half-day program focused on strengthening core skills in acting, voice, and dance through concentrated, technique-driven training without a full production commitment.

## 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

# PAPER MILL PLAYHOUSE

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.