

PAPER MILL PLAYHOUSE

Job Title: Education Producer

Location: On-site, Millburn, NJ

Status: Full-Time, Exempt

Reports To: Director of Education

Salary Range: \$68,000 - \$72,000

Direct Reports

- Education Operations Coordinator
- Rising Star Awards Coordinator, part-time/seasonal
- Event and production support staff as assigned

Position Summary

The Education Producer leads the planning, producing, and cross-functional coordination of Education Department culminations, presentations, performances, ceremonies, festivals, and public-facing events.

This role is focused on the moments when education programs become visible to audiences, families, donors, community partners, artists, students, and institutional stakeholders. If an Education Department activity culminates on a Paper Mill stage, in a major public event, or in a cross-departmental presentation, the Education Producer gathers the necessary people, timelines, resources, and information to lead the activity to successful execution.

The Education Producer is not the department-wide operations manager and does not own the day-to-day administration of each program portfolio. Associate Directors retain administrative, budgetary, communication, and operational ownership of their portfolios. The Producer gathers, aligns, integrates, and produces culminating activity.

This role blends elements of general management, production management, event producing, project management, and artistic operations.

Core Responsibilities

Educational Producing and Culminating Events

- Lead producing and execution of major education events, performances, and public-facing activities
- Serve as lead producer for Education Department activity presented on Paper Mill stages or in major institutional venues
- Coordinate event timelines, staffing, technical needs, production schedules, guest experience, and internal communication
- Lead or support events including:
 - Rising Star Awards
 - New Voices
 - ArtsFest
 - Autism-Friendly Performances
 - Talkbacks and Salons
 - Education events at Carriage House Restaurant (i.e. recitals, receptions, special events)
 - Children's Theater on Tour performances and culminations
 - Theater for Young Audiences initiatives

- Family programming and future new works initiatives

Cross-Functional Gathering and Alignment

- Gather information from Associate Directors, Program Coordinators, Marketing, Development, Artistic, Production, Front of House, Operations, and Finance as needed for event execution
- Clarify event timelines, roles, deliverables, and decision points
- Ensure public-facing education events are cohesive, professional, mission-aligned, and operationally sound
- Serve as a central point of integration for culminating activity without absorbing portfolio-level responsibilities

Producing Systems and Documentation

- Develop and maintain event planning templates, production timelines, run-of-show formats, staffing plans, and post-event documentation
- Supervise the Education Operations Coordinator in maintaining event workflows, deliverables, and logistical tracking
- Support process improvement for recurring education events
- Build reusable systems that reduce reinvention year over year

Strategic Producing Growth

- Support the department's roadmap to become a leading producer of new musicals and theatrical experiences for families and young audiences
- Collaborate with the Director of Education and Artistic leadership on future TYA, family programming, and new works strategy
- Identify opportunities for revenue generation, partnership, sponsorship, and audience development through educational events

Administrative Expectations

- Maintain event budgets and production documentation in partnership with Finance and program leads
- Coordinate staffing, payroll inputs, purchasing needs, and event logistics related to assigned productions and events
- Ensure event-related communication and timelines are clear, accurate, and timely
- Use shared departmental systems and templates

Practitioner Expectations

- Facilitate, moderate, teach, direct, coach, host, or lead workshops as assigned.

Qualifications and Experience

- 5+ years of experience in theatrical producing, production management, event management, arts administration, education theater, or related experience required
- Bachelor's degree or equivalent combination of education and relevant experience preferred
- Demonstrated experience producing performances, special events, showcases, or public-facing programs required.

- Experience coordinating projects involving multiple stakeholders, departments and external partners
- Strong project management, organization, and planning skills with the ability to manage multiple priorities and deadlines
- Experience developing and managing production schedules, event timelines, run-of-show documents, and event logistics
- Strong interpersonal, written and verbal communication skills
- Experience supervising staff, contractors, volunteers, or seasonal personnel preferred
- Experience managing event or production budgets preferred
- Ability to work independently and collaboratively across departments
- Strong problem-solving skills, sound judgement, and attention to detail
- Proficiency with Microsoft Office Suite, Google Workspace, and project management or event planning software.
- 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
- Position requires regular on-site work in Millburn, NJ, including evening and weekend hours as required for performances, events, and productions.

Additional qualifications:

- Experience in a professional theater, performing arts center, educational theater organization, or cultural institution preferred
- Experience with theater or young audiences, arts education programming, student showcases, festivals, awards programs, or family programming preferred
- Alignment with Paper Mill Playhouse's mission and values.

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 related experience to Recruiting@PaperMill.org with subject line: **Education Producer**. 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 upon the results of the background check.

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 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.

At-Will Disclaimer

This position is at-will. Either the employee or Paper Mill Playhouse may terminate the employment relationship at any time, with or without cause or notice, in accordance with applicable law.