

PAPER MILL PLAYHOUSE

Job Title: Associate Artistic Director

Location: On-site, Millburn, NJ

Reports to: Producing Artistic Director

Status: Full-Time / Benefits Eligible / Exempt

Position Overview

Under the direction of the Producing Artistic Director, the Associate Artistic Director facilitates the creative management of productions and other artistic projects. Responsibilities include, but are not limited to the support and/or management of the following areas: season selection, pre-production planning and hiring, casting, active production oversight, artistic educational programming, readings of new works, workshops, and other special projects.

This position works closely with artists, creative teams, and artistic and production personnel throughout the organization and serves as a member of the administrative leadership team.

Key Responsibilities

- Assists and supports the Producing Artistic Director with the administration and management of the Artistic Department of Paper Mill, and of other departments and projects in the absence of the Producing Artistic Director.
- Serves as a key point of communication between the Producing Artistic Director, the organization, and external creative and business personnel.
- With Producing Artistic Director, supervises department staff and manages departmental budget.
- Works with Producing Artistic Director on season planning and related activities; curates and supervises other artistic programs as required, including special performances for board and donor events, community events, etc.
- Acts as a liaison between casting directors and artistic personnel to create audition schedules which fulfill AEA requirements and the needs of each individual production.
- Supports and participates in the Education Department's programs as a key representative of the Artistic Department, including audience education initiatives, student classes, talkbacks, and direct involvement in staging the annual Rising Star Awards, and the annual *New Voices Concert*.
- Serves as the primary artistic staff person to read and evaluate submissions of new work for further development including researching new creative material. Identifies emerging performers, directors, choreographers, designers, etc. by attending various performances, readings, workshops, and college showcases.
- Maintains a personal and professional artistic commitment to equity, diversity, inclusion, and anti-racism.
- Supports the Development Department by attending and hosting donor events such as backstage tours, invited technical rehearsals and dress rehearsals, and cultivation lunches and dinners; supplying information for grant applications; and coordinating talent and programming for annual galas and other events throughout the season in partnership with Producing Artistic Director.
- Supports the Marketing Department by contributing to newsletters, brochures, and programs. Attends and coordinates talent for publicity events. Makes live curtain speeches when necessary. Hosts numerous audience development events such as Cast Talkbacks and subscriber tech tours.
- Other responsibilities as assigned.

Qualifications and Experience

- Seven or more years of progressively responsible professional experience in artistic administration, producing, casting, directing, or related theatrical leadership roles.
- Excellent judgment to be used in determining which decisions and actions should be referred to the Producing Artistic Director and which items others can handle. The position requires outstanding human relations skills; tact and diplomacy are essential.
- Demonstrate highly developed presentation skills and an understanding of how the various elements of the creative process interrelate and contribute to the development of successful musical theater productions.
- Experience working with both union and non-union workforces.
- Knowledge and understanding of the issues surrounding access, equity, diversity, inclusion, implicit bias, and institutional racism; ability and experience developing and implementing strategies to identify and define complex equity and inclusion issues when producing artistic programming.
- Experience communicating effectively both verbally and in writing to artists, actors, casting agents, managers, executive leadership, teams, Board members, partners, and diverse stakeholder groups.
- Experience with new theatrical work including local, national and international relationships.

Additional Eligibility Qualifications:

- Positive attitude, strong work ethic, collaborative approach, and sense of humor.
- Proficient public speaker
- High levels of professionalism, interpersonal skills, discretion/confidentiality, good judgment and influencing skills with personal integrity and the ability to inspire confidence and trust.
- Professional experience as a producer, artistic director or associate, line producer, director is preferred. The ideal candidate will have experience in more than one of these areas.
- Alignment with Paper Mill Playhouse's mission and values.

Compensation

The salary for this position is \$85,000-\$95,000 annual commensurate with experience. Paper Mill Playhouse offers a competitive benefits package including medical, dental, vision, life, and AD&D insurance; paid time off; pre-tax flexible spending accounts; 403(b) matching contributions of up to 3% of salary; and access to various performances, educational events and professional development opportunities.

To Apply

Paper Mill Playhouse is committed to attracting individuals of diverse backgrounds and experiences. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for success. Paper Mill celebrates diversity and believes it enriches both our work environment and the work on our stage.

Send your resume and cover letter outlining your relevant experience, recent professional credits and interest in the Associate Artistic Director position to Recruiting@Papermill.org with the subject line: **Associate Artistic Director**. Please indicate your earliest availability for a start date. No phone calls, please.

About Paper Mill Playhouse

Founded in 1934, Paper Mill Playhouse has been a cherished New Jersey arts institution for more than 90 years and one of the nation's premier musical theaters. Paper Mill brings new American Musical Theater to life with a national reputation that continues to grow. Through collaborations with leading regional theaters and commercial producers, Paper Mill serves more than 200,000 audience members annually with productions ranging from celebrated revivals to groundbreaking new works.

Paper Mill produces five large-scale productions each season and is fully unionized under AEA, SDC, IATSE, USA and AFM agreements. Productions include both self-produced and collaborative projects developed in partnership with regional theaters and major commercial producers. In 2016, Paper Mill received the Regional Theatre Tony Award, 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; a 100-seat restaurant; a house with two apartments; 2,500 square feet of education studios; three parking lots and surrounding 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 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.