PAPER MILL PLAYHOUSE

Rising Star Awards Program Coordinator

Status: Part-Time Seasonal/On-site
Hours: 15-20 hours per week, with evening and weekend availability as program demands
Pay rate: $25/hour
Location: Paper Mill Playhouse & Studios (Millburn, New Jersey)
Reports to: Education Producer
Approximate employment dates: December 2026 – June 2027

An Exciting Time to Join Paper Mill Education

Paper Mill Playhouse's Education Department is entering an exciting new chapter. Following a recent strategic restructuring, we are building a team designed to strengthen our operations, expand our programming, and deepen our impact in the communities we serve. We are currently recruiting for several positions as part of this effort, offering new team members the opportunity to help shape the future of theater education at Paper Mill Playhouse.

Position Overview

Paper Mill Playhouse seeks a detail-oriented and collaborative individual to coordinate its **Rising Star Awards**, New Jersey's premier high school musical theatre recognition program. Now in its 32nd season, the Rising Star Awards celebrate excellence in musical theatre across more than 100 schools statewide.

The Coordinator plays a vital role in managing the program's annual cycle, liaising with adjudicators and participating schools throughout the adjudication phase and supporting the culminating awards ceremony.

As a part-time, seasonal position, this role focuses on coordination, communication, and logistical support. Major program, financial, or operational decisions will defer to full-time staff (the Education Producer or other designated team members) to ensure proper oversight and alignment with departmental goals.

This position requires exceptional organizational skills, clear communication with a wide range

of stakeholders, and the ability to synthesize large amounts of information. The successful candidate will thrive in a fast-paced, deadline-driven environment and demonstrate a strong commitment to Paper Mill's mission of access, inclusion, and artistic excellence.

Key Responsibilities
Program Administration

• Maintain and update school and educator contact lists for all New Jersey high schools.
• Oversee registration process for participating schools, providing handbooks, invoices, and relevant information.
• Track and organize adjudicator data, school submissions, award applications, and supplemental production materials.
• Serve as on-call support during production weekends (Thursday–Sunday) to troubleshoot scheduling and adjudicator conflicts.

Adjudicator Recruitment & Training

• Recruit adjudicators from the NJ arts community, universities, and professional networks.
• Prepare rosters and manage scheduling for 60–75 adjudicators attending 110+ productions statewide.
• Create individualized adjudicator schedules, folders, and forms.
• Facilitate adjudicator training sessions and maintain communication with adjudicators throughout the season.

Event Planning & Ceremony Support

• Compile adjudicator reports, track scoring, and prepare nomination charts.
• Plan and execute the full-day nomination meeting
• Compile voting and nomination materials, including sizzle reels and presentation slides.
• Collaborate with external partners (e.g., awards, livestream vendors) and internal departments to execute the annual awards ceremony.
• Prepare presenter scripts, notecards, envelopes, and ceremony visuals.

Program Evaluation & Reporting

• Collect and analyze feedback from schools and adjudicators.
• Prepare reports on participation, trends, and outcomes for internal stakeholders to help inform future program development.

Communication & Marketing Support

• Draft and edit program communications, such as emails to school contacts, adjudicators, and sponsors, in collaboration with the Education and Marketing teams.

Travel & Physical Requirements

• Some local travel within NJ may be required for training sessions or school visits.
• Must be able to lift up to 20 lbs. occasionally for event materials, awards, and supplies.

Qualifications & Experience

• Experience in arts administration, program coordination, event planning, or related areas is strongly preferred.
• Strong organizational and time-management skills; ability to manage multiple deadlines and stakeholders.
• Excellent interpersonal skills for working with students, educators, adjudicators, and partners.
• Ability to manage confidential information, demonstrate strong problem-solving and conflict resolution skills, and maintain close attention to detail.
• Proficiency with Google Workspace and Microsoft Office
• Comfort with basic video editing and creating PowerPoint/Google Slide/Canva presentations
• Ability to synthesize large volumes of information and communicate clearly with diverse stakeholders, including educators, students, and artists.
• Flexibility for evening/weekend hours, particularly during adjudication season and the awards ceremony.
• Previous experience administering awards or competition programs a plus.
• A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.
• Interest in Paper Mill Playhouse's mission and programming.

About the Rising Star Awards

Founded in 1996, Paper Mill Playhouse's Rising Star Awards celebrate outstanding achievements in high school musical theatre across New Jersey. Modeled after the Tony Awards, the program honors students and schools in performance, technical, and production categories, fostering arts education and community pride.

Rising Star Awards 2026-2027 Key Dates:

- Monday, November 30, 2026: Registration opens
- Tuesday, December 22, 2026: Registration closes
- Thursday, January 21, 2027: Adjudication phase begins
- Sunday, April 18, 2027: Adjudication phase concludes
- Monday, May 10, 2027: Nominations announced
- Tuesday, June 8, 2027: Rising Star Awards Ceremony

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.

To apply, send a resume and cover letter describing how your experience makes you the right candidate for this position to Recruiting@PaperMill.org with the subject line: Rising Star Awards Coordinator. 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

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 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.