PAPER MILL PLAYHOUSE

Education Assistant

Location: Paper Mill Playhouse & Studios (Millburn, New Jersey)
Reports to: Education Producer
Status: Full-Time / Benefits Eligible / Exempt
Schedule: Some evenings and weekends required for events
Salary/Rate: $50,000 - $56,000 annually

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

The Education Assistant serves as a central administrative and operational resource for Paper Mill Playhouse's Education Department, supporting the systems, communications, logistics, and office operations that enable successful programs and events.

This collaborative, service-oriented role combines office management, program administration, customer service, and event support. Working closely with the Director of Education, Education Producer, and program staff, the Education Assistant helps maintain an organized, welcoming, and efficient department environment while supporting theater training, school partnerships, performances, and community initiatives.

Key Responsibilities

Department Operations & Office Management

- Coordinate daily operations of the Education Department office, maintaining an organized, welcoming, and professional environment.
- Liaise with Facilities, IT, vendors, and internal departments to address maintenance, technology, equipment, and operational needs.
- Maintain office supplies, coordinate approved purchasing, and support workspace preparation, meetings, and hospitality.

Program Operations & Administrative Coordination

- Maintain departmental calendars, workflow tools, planning documents, and shared administrative systems.
- Track program deadlines, deliverables, and operational priorities to support timely execution.
- Assist with purchasing, invoice tracking, expense documentation, and administrative recordkeeping.

Communications & Customer Service

- Serve as a welcoming first point of contact for students, families, teaching artists, school partners, and community members.
- Support timely, accurate, and professional communication across Education Department programs and activities.
- Coordinate marketing requests, communication timelines, and promotional materials in partnership with program staff and Marketing.

Event & Program Support

- Assist the Education Producer with planning, preparation, logistics, and execution of educational events, performances, and public programs.
- Support program staff with scheduling, materials preparation, participant management, and operational coordination.
- Collaborate across departments to support event hospitality, day-of activities, and program needs.

Executive & Leadership Support

- Provide administrative support to the Director of Education, including scheduling, correspondence, meeting coordination, and follow-up tracking.
- Assist with preparation of presentations, meeting materials, and Education Committee activities.

- Maintain organized records and documentation to support departmental leadership and planning.

Qualifications & Experience

- Two or more years of administrative experience; experience in arts education, nonprofit operations, office management, or event coordination preferred.
- Experience with purchasing, expense tracking, or basic financial administration preferred.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Excellent written and verbal communication skills, including the ability to manage a high volume of phone and email correspondence.
- Strong organizational skills, attention to detail, and the ability to manage multiple priorities and deadlines.
- Demonstrated initiative, sound judgment, and the ability to work independently and collaboratively.
- Commitment to exceptional customer service and positive experiences for students, families, educators, and community partners.
- Ability to handle confidential information with professionalism and discretion.
- Commitment to equity, diversity, inclusion, and accessibility, with the ability to engage effectively with people from diverse backgrounds.
- Interest in Paper Mill Playhouse's mission and educational programming.

Practitioner Expectations

All Education Department administrators are encouraged to remain connected to educational practice. The Education Assistant may support workshops, facilitate participant-facing activities, or contribute to special projects as assigned.

Benefits

Competitive benefits package including medical, dental, vision, life, and AD&D insurance; paid time off; pre-tax flexible spending accounts; 403(b) matching contribution of up to 3% of salary; and access to various performance and educational events.

To 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: Education Assistant. 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. 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 100 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.