

Friday, December 20, 2024

Director of Education

Company: Paper Mill Playhouse
Location: Millburn, NJ
Compensation: \$110,000-125,000

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Director of Education
Position Profile

About the Opportunity

Paper Mill Playhouse (PMP), the nation's premier musical theater, seeks a visionary and experienced leader to serve as Director of Education. This leadership position offers an exceptional opportunity to advance Paper Mill's award-winning classes, training programs, and educational initiatives. The successful candidate will provide strategic leadership in developing and implementing educational programs that align with Paper Mill's mission to foster a creative environment, advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.

The Director of Education reports to the Executive Director and Producing Artistic Director, working in close partnership with PMP's senior leadership team, Board of Trustees, education staff, teaching artists, and cross-departmental colleagues. The role encompasses strategic planning, financial oversight of a \$1.85M departmental budget, program development, and team leadership.

Central to this position is collaboration with the Executive Director, Producing Artistic Director, and Director of Development on Paper Mill's Next Act Capital Campaign, particularly focusing on its educational components and the development of new facilities to support expanded programming.

About Paper Mill Playhouse

Paper Mill Playhouse, established in 1938, stands as New Jersey's largest producing theater, bringing new American musical theater to life for more than 200,000 annual visitors. The institution's commitment to artistic excellence earned it the Regional Theater Tony Award in 2016, confirming its position as a cultural cornerstone with an economic impact exceeding \$37M annually.

Educational programming represents the heart of Paper Mill's nonprofit mission, serving nearly 40,000 students yearly through transformative programs. The organization maintains a deep commitment to accessibility, ensuring theater opportunities reach children regardless of economic, physical, or cognitive challenges. Signature initiatives include the Adopt-A-School Project, Theater School, Theater for Everyone programs, Rising Star Awards, and Summer Conservatory.

Paper Mill's main campus features a 1,161-seat theater with comprehensive production facilities set within a picturesque riverside location. The theater complex includes front-of-house amenities, the 80-seat F.M. Kirby Carriage House Restaurant, and supporting facilities. In 2019, Paper Mill Studios opened in downtown Millburn, providing 2,500 square feet of dedicated educational space with two studios primarily serving the year-round Theater School. The education staff offices are located in an adjacent section of this building. The longer-term goal is to create a new 15,000-square-foot Education Center that will include dance, music and private coaching studios, a black box theater, a multipurpose conference room, and offices for the education team, teaching artists, faculty, and seasonal employees.

The organization maintains an annual operating budget of \$27M, with \$4.7M generated through fundraising, grants, and special events. Paper Mill recently launched the Next Act Campaign to raise \$43.7M for facility renovations, including new studio, rehearsal, and classroom spaces, which will allow Paper Mill to increase its educational offerings and offer programming to more students than ever before. (Details available at <https://papermill.org/TheNextAct/>).

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.

VISION: The vision of Paper Mill Playhouse is to be internationally recognized as the leading musical theater where new and reimagined musicals and innovative education programs are cultivated. Paper Mill Playhouse is the place where artists, theater lovers, and students come together to realize their creativity and to be inspired by the theater's unmatched passion and commitment to excellence. Paper Mill Playhouse achieves this, while grounded in its core values:

- Continually aspire to achieve artistic excellence
- Create an inclusive environment of trust and transparency
- Provide outstanding service
- Be fiscally responsible
- Act with integrity and respect

Equity Diversity and Inclusion Commitment Pledge

Recognizing the importance of ensuring that our productions, our employees, our audiences, and the stories we tell reflect the wonderful racial, ethnic, and cultural diversity of our community and those we serve, the Paper Mill is committed to serving as allies of all members of historically marginalized communities and to elevate their voices across our community, particularly those who may have been historically excluded for reasons unrelated to their talents and abilities. Our pledge is to hold equity, diversity, and inclusion as core values of Paper Mill that are visible in every facet of our work. As we strive to be actively anti-racist and anti-biased, we pledge to:

- Amplify stories that encompass the breadth of the human experience.
- Become a more multicultural, inclusive, socially conscious space where all people are empowered.
- Collaborate to create positive change, learning, engagement, and growth in our organization and our community; and
- Eliminate barriers and create pathways that provide access for all

This pledge and our work must continuously evolve in tandem with the communities we serve. We shall hold each other accountable to this promise and living out these values.

About The Position

Essential Responsibilities

Strategic Leadership

The Director of Education serves as a key member of the senior leadership team, contributing to institutional planning and decision-making. This position leads the development and implementation of comprehensive educational strategies aligned with Paper Mill's mission and strategic objectives. The Director works closely with the Board of Trustees and the newly formed education committee to advance educational initiatives, support fundraising efforts, and guide the development of the new Education Center. Specific responsibilities include:

- Fostering a culture of learning and community building that inspires staff, board members, students, educators, and community members to meaningfully participate in Paper Mill Playhouse's educational initiatives
- Serving as a member of the Paper Mill Playhouse senior leadership team, contributing to high-level planning and decision-making to align education efforts with the organization's mission and goals
- Upholding and integrating Paper Mill's values of equity, diversity, inclusion, and anti-racism practices into the Education Department's programming and operations
- Fostering clear communication across departments, particularly with the Artistic, Development, and Marketing teams, to ensure alignment and collaboration on educational programs, outreach projects, and community events

Departmental Leadership and Supervision

The Director of Education provides strategic visionary and entrepreneurial leadership to the department and overall organization related to the theatre's education initiatives. Immediate areas of focus include developing a strategic plan that demonstrates the scalability of Paper Mill's education programs and formulates the business and operational plan for the new Education Center. The Director recruits, inspires, develops, and leads a highly skilled team of administrators, educators, and teaching artists who are passionate about arts education and committed to professional growth.

Core areas of responsibility include:

External Relations and Partnerships

Success in this role requires building and maintaining strong relationships with educational institutions, arts organizations, teaching artists and community partners. The Director serves as an ambassador for Paper Mill's educational mission, representing the organization at industry conferences and cultivating partnerships that expand access to the performing arts. This includes developing programs serving diverse populations, creating pathways for sustained student engagement, and strengthening relationships with key stakeholders and collaborators in musical theater/performing arts education and theater for young audiences.

Financial Management and Planning

The position encompasses fiscal oversight responsibilities including budget development, resource allocation, and financial reporting to senior management and the Board. The Director collaborates with education and development staff to support fundraising initiatives and ensure program sustainability.

Program Development and Evaluation

The Director oversees the design and execution of all educational programming, ensuring high artistic and educational standards. This includes collaboration with program managers to strengthen and expand the Theater School, Adopt-A-School program, and Theater for Everyone initiatives. The position requires a strategic vision able to anticipate evolving community needs while maintaining programmatic excellence and mission alignment; this includes establishing and implementing a process for evaluating programs to measure effectiveness, identify areas for improvement, and ensure the highest quality experiences for participants.

Curriculum, Instruction, and Community Building

Working closely with program managers, the position ensures all educational programming reflects current best practices in performing arts education, musical theater training, accessibility, and community programs. This work involves big-picture planning and execution to connect educational initiatives with the theater's mainstage productions, overseeing and enriching the Summer Conservatory program, building and sustaining meaningful partnerships with schools, arts organizations, social service agencies, and community groups, fostering relationships with local and state educational institutions to integrate theater arts into school curricula, and creating clear and sustainable pathways for student engagement from early exposure to advanced training opportunities.

Qualifications and Experience:

Educational Background

- Bachelor's degree required in Theater, Education, Arts Administration, or related field
- Master's degree preferred

Professional Experience

- Minimum five years of progressive leadership experience in performing arts education, preferably within a theater or performing arts organization
- Demonstrated success in program development, staff supervision, and budget management
- Proven ability to develop, implement, and evaluate arts education programs and initiatives

Knowledge and Skills

- Comprehensive understanding of current trends in performing arts education and training, theater for young audiences, accessible arts programming, and other current areas of practice, such as:
 - o Arts and neurodiversity
 - o Arts and health
 - o Arts and life-long learning
 - o Arts integration
- Deep appreciation for musical theater history and contemporary developments
- Strong knowledge of educational best practices and curriculum development
- Familiarity with pre-service educator training and career development programs

Leadership Qualities

- Demonstrated ability to provide strategic vision while maintaining operational excellence
- Strong commitment to fostering an inclusive and equitable environment that promotes collaboration
- Excellence in team building and professional development of staff
- Exceptional communication and interpersonal skills
- Proven ability to engage effectively with diverse stakeholders

Additional Requirements

- Strong organizational and project management capabilities
- Ability to manage multiple priorities while maintaining attention to detail
- Willingness to attend evening and weekend performances
- Flexibility to participate in off-site meetings and events outside regular business hours

This position offers an exceptional opportunity to shape the future of performing arts education while working with one of the nation's premier musical theater institutions. The successful candidate will combine strategic vision with practical leadership skills to advance Paper Mill's educational mission and impact.

A Message from Tom O'Connor Consulting Group

Not sure you meet 100% of our qualifications? Research shows that cis men apply for jobs when they fulfill an average of 60% of the criteria, while others tend only to apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply.

We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. So, whether you're returning to work after a gap in employment, simply looking to transition, or taking the next step in your career path, we will be glad to have you on our radar.

Please use your cover letter to tell us about what you hope to bring to this role.

Compensation

The salary for this position is \$110,000-125,000. Paper Mill Playhouse provides comprehensive benefits including comprehensive insurance benefits (health, dental, vision, life, disability); generous paid time off; 403(b) retirement savings account with a 3% employer match; access to a flexible spending account as well as a health spending account; and access to various performances, educational events, and professional development opportunities.

This is a full-time on-site role in Millburn, New Jersey. Employees work five days a week in the office and occasionally work remotely on matinee performance dates.

Application Instructions

The Director of Education & Outreach search is being conducted on behalf of Paper Mill Playhouse by Tom O'Connor Consulting Group, a New York-based executive search and consulting firm specializing in the arts and culture industries. The search is being led by Vice President of Organizational Strategy, Dr. Edie Demas.

To apply, visit the online application (<https://tinyurl.com/suzxxanh>) and submit your materials. Your cover letter should include any training or experience relevant to the job profile that you would like to highlight, why you consider yourself a good fit for this opportunity, and anything else you'd like us to know about your qualifications that may not be present in your resume.

The priority application deadline for this search is January 8, 2025. Applications received by this date will receive priority consideration. While we will still accept and consider applications after this date, we encourage you to apply as early as possible for the best chance at being considered for the position. Please note that meeting the priority deadline does not guarantee an interview.

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 identity, gender expression, and Veteran status.

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