

# NEW 42

POSITION: Assistant to the Vice President, Operations

DEPARTMENT: Operations

## OVERVIEW:

The New 42<sup>nd</sup> Street (“New 42”) is seeking an Assistant to the Vice President, Operations to serve as a strong right hand to the Vice President in the day to day administrative needs of a fast-paced department. Activities powered by New 42 include the New Victory Theater, New York’s premier theater for children and families and New 42 Studios, “Broadway’s secret laboratory.” New 42 engages a wide diversity of New York City youth, artists, educators, and audiences through the New Victory’s stage presentations from around the world; award-winning education and youth employment programs; New Victory LabWorks, an incubator for new works; and state-of-the-art studio spaces for New York City’s creative community.

The Assistant to the Vice President, Operations supports the Vice President in an administrative and project support capacity including scheduling, creation and coordination of correspondence, financial tracking and file management. The position also assists with the monitoring of capital plans and budgets, as well as grant support and compliance paperwork.

This role is currently a remote-based position.

## RESPONSIBILITIES:

### Administrative and Project Support:

- Support the day to day administrative needs of the Vice President, Operations with complex scheduling and calendar management.
- Compose routine correspondence, memos and reports, project agreements, consultant contracts, request for proposals and record detailed meeting minutes.

- Coordinate communications and scheduling with external project members including architects, engineers, contractors, consultants, city agencies and internal project staff.
- Provide strong administrative support in the preparation of purchase orders for capital projects, process invoices and coordinate construction requisition approvals with external consultants.

#### **Real Estate and Capital Projects:**

- Assist Vice President, Operations with real estate and capital project administration, including preparation of capital budgets, financial tracking and forecasting and project cash flow analysis.
- Assist in the updating of the multi-year capital improvement plans and annual budget for capital projects.
- Prepare, disseminate, and proofread documents for construction projects and major maintenance projects.

#### **Fundraising Coordination and Support:**

- In conjunction with the Vice President, Operations and Development staff, provide administrative support with funding applications for capital projects, capital project related grant applications, grant submissions and associated paperwork.
- Coordinate funding agreement processing, subcontractor approvals, Department of Labor certifications and other grant-related paperwork.
- Assist with city agency requests related to funding disbursements, requests for information and funding agreement compliance issues.

#### **QUALIFICATIONS:**

- Experience working in a project coordination role or as an administrative assistant supporting a senior level executive.
- Excellent verbal and written communication skills.
- High proficiency in Microsoft Office suite (particularly, Excel and Word).
- Strong project management skills.

- Strong attention to detail.
- Ability to work in a fast-paced environment with changing priorities.
- Excellent follow-up and follow-through skills.
- Experience and/or interest in real estate and urban planning a plus.
- Experience working in the non-profit and arts sectors a plus.
- Bachelor of Arts degree or equivalent combination of education and experience.

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law.

For immediate consideration, please e-mail your cover letter and resume to [careers@new42.org](mailto:careers@new42.org). Please indicate, “**Assistant to the Vice President, Operations,**” in the subject line.