



POSITION: Technical Coordinator
DEPARTMENT: Production
CLASSIFICATION: Permanent
LOCATION: Remote/ On-site
FLSA STATUS: Full-time/ Non-exempt
SUPERVISOR: Sr. Manager of Duke/Studio Production, and Technical Director

A midtown Manhattan cultural organization, New 42's mission is to make extraordinary performing arts and cultural engagement part of everyone's life from the earliest years onwards. We do this work through the New Victory Theater (New York City's premier theater for kids and families) and New 42 Studios ("Broadway's secret laboratory").

Position Summary:

Under the supervision of the Sr. Manager of Duke and Studio Production and the Technical Director, assist in day-to-day operations for New 42's production and technical department. The position will also support the Technical Director on New Victory presentations, including pre-production, load in and out, technical rehearsals, and show run.

Responsibilities:

- Coordinate with Operations Department on all ongoing Studio crew calls, including but not limited to flooring calls, speaker and soft good hangs and electrical tie-ins
- Schedule and supervise crew for Studio Building load-ins, deliveries and load-outs
- Oversee piano maintenance schedule and arrange renter-requested tunings.
- Support Sr. Manager of Duke and Studio Production and Technical Director in communication and coordination with presented companies, renters, outside vendors and crew, including but not limited to, budget tracking, production schedules, and equipment rentals
- Ensure theater, studio renters and users keep to venue requirements, as well as the theater-use schedule, including coordinating with other New 42 Departments
- Supervise crew for the install of Lighting, Audio, Scenic, Rigging, and Seating as designed, including daily show maintenance as required, for New Victory Presentations
- Assist Technical Director on LabWorks rehearsals and presentations in the New Victory, including arranging for rental equipment and providing technical support during rehearsals and development
- Deputize for New Victory show staff on productions, as required by Technical Director
- Issue production reports as required
- Manage and maintain production equipment and supplies
- Inspect and report on the condition and required maintenance of production equipment
- Perform ongoing façade lighting system maintenance and report on budgetary needs
- Assist with CAD/Vectorworks drafting as assigned
- Assist in hiring, managing, and training Studio Building over hires and supervisors
- Other duties as assigned by the Sr. Manager of Duke and Studio Production, Technical Director and Director of Production.

Preferred Qualifications:

- Some College or College graduate preferred
- Well-rounded technical theater experience
- 1-2 years supervisory experience, preferred but not required
- Excellent communication and customer service skills
- Familiarity with Vectorworks, GSuite, Lightwright, and standard theatrical processes, preferred.



- Ability to work flexible schedules, including evenings, weekends, and holidays.

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.

New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

To Apply:

Please include a resume and a cover letter identifying your specific interest in and qualification for the position at careers@new42.org