



**TITLE:** Assistant Director of Education / Youth Engagement  
**EMPLOYEE CATEGORY:** Regular/Full Time  
**PAY BASIS:** Salary  
**REPORTS TO:** Vice President of Education & Public Engagement

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:** Assistant Director of Education / Youth Engagement will be primarily responsible for the Youth Corps programs and supervise the FOH/Youth Engagement staff, working closely with the Theater Manager.

#### **Responsibilities:**

##### **Youth Corps Program**

- Develop program initiatives to further the Youth Corps Program with Vice President of Education & Public Engagement
- Oversee long-term growth and development for Youth Corps programs
- Develop and supervise the implementation of employment guidelines for Youth Corps participants with Vice President of Education & Public Engagement and Director of HR and Employee Engagement and Theater Manager
- Work with New 42 departments to develop opportunities for Youth Corps participants to learn new skills
- Create and oversee traditional and peer mentoring program in Youth Corps
- Develop and oversee evaluation systems for the Youth Corps programs
- Maintain relationship with CUNY and college career departments
- Oversee reflections and assessments of Youth Corps participants
- Create and implement alumni tracking and networking
- Give references for Youth Corps Alumni and current participants

##### **Professional Development**

- Stay up to date in and share best practices in creative youth development and internship programs
- Identify and register outside professional development for Youth Engagement staff members
- Create and implement professional development for Youth Engagement full time staff as well as organization mentors and supervisors
- Attend professional development networking, workshops, and conferences
- Create and maintain Youth Corps budget in collaboration with Vice President of Education & Public Engagement and Youth Engagement Coordinator
- Oversee all financial reports to Finance Department



### **Development**

- Liaise with Development on Youth Corps related initiatives
- Maintain correspondence with Development Department on all activities regarding the Youth Corps Department
- Serve as the chief spokesperson for the New Victory/New 42 Youth Corps program
- Represent the New Victory/New 42 including with funders and foundations with Vice President of Education & Public Engagement

### **Recruitment**

- Research, develop, implement recruitment strategies for potential Youth Corps participants
- Oversee the coordination career fairs and other recruitment opportunities
- Oversee the Youth Engagement coordinator to track Youth Corps applications
- Oversee the Youth Engagement Coordinator to schedule and conduct interviews for Youth Corps programs
- Consult and approve all hiring and onboarding of youth corps participants with Vice President of Education & Public Engagement and Theater in (when relevant)

### **Workshop**

- Develop curriculum path for Youth Corps participants with FOH / YE staff
- Oversee programs and contacts to aid Youth Corps participants in career and education access
- Create and supervise the implementation of career development and life skills workshops for Youth Corps participants
- Create lesson plans and facilitate Youth Corps workshops and meetings with the Youth Engagement staff

### **Schedule**

- Work with Theater Manager to schedule FOH / Youth Engagement weekly staff schedule
- Schedule start, end, and assessment dates for Youth Corps participants
- Schedule workshops and professional development for Youth Corps participants
- Oversee approval of weekly payroll for Youth Corps participants

### **Communications**

- Oversee all outside and internal communication regarding the Youth Corps program (print, video, web, social media, etc.) with Communications

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](mailto:careers@new42.org)