



POSITION: Operations Assistant for Studio Operations
DEPARTMENT: Operations
CLASSIFICATION: Permanent
LOCATION: Remote/ On-site
FLSA STATUS: Full-time/ Non-exempt
SUPERVISOR: Associate Director of Studio Operations

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 direction of the Associate Director of Studio Operations, provides administrative support for the day-to-day operations of the New 42 Studios building. Executes front desk coverage, clerical duties and analytical tasks as directed.

Responsibilities:

- Provides administrative assistance to Associate Director, Studio Operations and Studio Operations team.
- Assists with both financial and operational tasks including conducting exploratory research, data entry and heavy clerical work.
- Provides coverage for New 42 Studios front desk and New Victory Stage Door
- Works with Associate Director, Studio Operations and Studio Business Manager to process and track office paperwork, including full execution of Agreements and Addenda
- Updates Studio tracking documents and communication logs
- Prepares agendas and tracks minutes and action items for Studio Operations meetings
- Receives and responds to phone, email and in person inquiries, vetting inquiries following guidelines established with Assoc. Dir. Studio Ops and Operations Coordinator
- Assists Studio Operations Coordinator with studio renter set ups and arrivals.
- Manages and maintains office supplies for the department
- Obtains certificate of fitness for both Fireguard and Evacuation Supervisor
- Other duties as assigned

Qualifications:

- Excellent communication skills
- Superior interpersonal and customer service skills
- Exceptional organizational and computer skills, including Word, Excel, and Google Suite
- Self-starter and detailed-oriented
- BA required
- Background/ interest in Arts/ Performing Arts Administration



Work-Schedule Requirements:

- Regular schedule includes weekend hours
- Ability to work some holidays, as needed (with advance notice from manager)
- Some evenings may be required for New 42 events, renter requests, and other operational studio needs.

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