



POSITION: Media & Communications Associate
DEPARTMENT: Marketing and Communications
CLASSIFICATION: Permanent
LOCATION: Remote/On-site
FLSA STATUS: Full-Time/Non-Exempt
SUPERVISOR: VP of Marketing & Communications and Social Media Manager

About New 42

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").

The Position

New 42 seeks a full-time **Media & Communications Associate** to support and grow the organization's reach to support institutional and program-specific initiatives. Reporting to the VP of Marketing & Communications and the Social Media Manager, this position is currently remote with a desire for the individual to work with the team in-person when New 42 offices reopen.

Primary Responsibilities

- Daily coordination of organic and paid social media content on New Victory social channels
- Engaging with followers and artists
- Supporting the work of the Social Media Manager and Senior Manager of Marketing & Communications
- Coordinating project plans and calendars
- Editing, copywriting and proofreading
- Meeting press, influencers and VIPs at the theater when needed

Additional Responsibilities With New 42's Partnering PR Firm:

- Coordinating invitations and press RSVPs for performances and events and securing press seats with Ticket Services
- Pitching New 42 projects and leadership for conference and speaking engagements and awards
- Coordinating artist and leadership appearances
- Tracking, archiving and reporting press placements



Qualifications and Skills

- Minimum 2 years' experience of communications work desired, preferably in social media
- Knowledge of arts and culture media landscape
- Excellent written and verbal communication skills
- Ability to multitask
- Knack for creative storytelling through digital platforms
- Interest in working at a nonprofit organization towards an engaging mission

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

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