



Position: Administrative Assistant
Location: Hybrid – Remote/On-site
FLSA Status: Full-Time/Exempt
Salary Range: \$53,000 to \$61,000
Reports to: President & CEO

The Organization

New 42 catalyzes the power of performing arts to spark new perspectives, incubate new works and create new opportunities for us all. Through the nonprofit's signature projects — New Victory Theater (New York City's premier theater for kids and families) and New 42 Studios ("Broadway's secret laboratory") — New 42 makes extraordinary performing arts a vital part of everyone's life, from the earliest years onward.

Position Summary

New 42 seeks an Administrative Assistant to provide administrative and scheduling support for the President & CEO and work as a supportive team member of the Executive office. This position requires the utmost level of discretion and professionalism and provides access and opportunities to interact with every department within the organization. This position reports to the President & CEO with a dotted line to the Chief of Staff.

Primary Duties and Responsibilities:

- Oversee calendar management, complex scheduling, coordination of meetings (including full staff, board and committee meetings, and other meetings as directed), preparation of meeting agendas, slide presentations, travel itineraries, detailed note taking, as well as other administrative duties related to the President & CEO's office.
- Prepare monthly expense and financial reports for the President & CEO.
- Manage the purchase of house seats for theatrical productions.
- Actively engage visitors, staff and board members
- Assist with meeting preparations and run slide presentations for the President & CEO as needed including developing special event and project logistics timelines.
- Provide support to and collaborate with the Chief of Staff on special projects as needed.
- Proactive organization and filing of New 42 governance materials
- Take minutes for board meetings and maintain board and committee meeting calendar
- Serve as a liaison between board, staff & external persons.



Essential Knowledge and Qualifications

- Strong attention to detail, quality, and accuracy
- Effective communication and strong writing skills
- Able to provide clear communication across internal and external stakeholders
- Able to work independently but willing to ask questions
- Consistently proactive and responsive
- Strong time management skills
- Able to maintain discretion and confidentiality
- Experience creating digital filing and organization systems

Why Should I Apply?

Be a part of this leading non-profit performing arts organization that is committed to empowering young people, artists and educators through the performing arts. In addition to a competitive salary, New 42 offers a strong employee benefit package which includes comprehensive Health Insurance, Flexible Spending Account, 403B Retirement Plan, Employee Pension, and Paid Time Off.

Equal Opportunity Employer

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.

Accessibility Needs

Any applicants needing accommodations for accessibility purposes, please don't hesitate to let us know what you need.

Applicants must submit the following to executive.hr@new42.org to be considered for the position:

- Cover letter expressing specific interest in and qualification for the position
- Resume