



POSITION: Technical Coordinator
CLASSIFICATION: Regular, Full-time
SCHEDULE: Nights, weekends, and holidays required, schedule will shift based on need
PAY BASIS: Salaried; Full-time non-exempt
SALARY RANGE: Anticipated \$45-\$52K/year
REPORTS TO: Sr. Manager of Duke and Studio Production, Technical Director
SUPERVISES: Production Crew

POSITION SUMMARY: Under the supervision of the Sr. Manager of Duke and Studio Production and the Technical Director, the Technical Coordinator will provide day to day production and technical assistance to the New 42 Studio Building and supervision of the Duke on 42nd Street rentals. Additional duties will include managing and maintaining studio building façade architectural lighting systems and equipment, and carrying out production and technical duties for New 42 Presentations and Labworks Program as assigned.

PRIMARY JOB RESPONSIBILITIES:

Studio Building Production and Administrative Activities

- Coordinate with the Operations Department, and participate in all ongoing studio crew calls, including but not limited to flooring calls, renter load ins and outs, speaker and soft good hangs, and electrical tie-ins
- Schedule, train, and supervise additional crew, as required
- Oversee piano maintenance, including monthly tuning schedule and arranging renter-requested tunings and repairs, and weekly cleanings
- Provide production support to rental clients to resolve technical issues of New 42 equipment
- Manage and maintain production equipment inventories and supplies, including weekly testing and cleaning of studio sound racks
- Report on equipment condition and replacement needs particularly as it pertains to any damage that should be billed to a rental client.
- Communicate effectively with all members of the Production and Operations team to ensure seamless client interactions
- Ensure theater and studio renters keep to venue requirements, schedules, and proper use of equipment
- Coordinate any schedule changes with other New 42 Departments
- Supervise Duke on 42nd Street theater rentals.
- Issue production reports as required

- Manage and update paperwork and schedules for tracking crew, floor calls, and production maintenance
- Assist with CAD/VectorWorks drafting as assigned
- Participate in ongoing Equity, Diversity, and Inclusion work within the organization
- Other duties as assigned by the Sr. Manager of Duke and Studio Production, Technical Director and Director of Production.

Studio Building Facade Architectural Lighting

- Perform monthly walkthroughs and basic maintenance
- Report on more extensive repair/maintenance needs.
- Work with the Technical Director to develop a repair budget, schedule, and crew needs.

ADDITIONAL JOB RESPONSIBILITIES AS REQUIRED:

New 42 Presentations and Events

- Supervise New 42 presentations and events as assigned, including load ins/outs, technical rehearsals, and performances.
- 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
- Supervise crew for the install of Lighting, Audio, Scenic, Rigging, and Seating as designed, including daily show maintenance as assigned, for New 42 Presentations

LabWorks Program Support

- Assist Technical Director on LabWorks rehearsals and presentations, including but not limited to:
 - Installing production elements and seating setups.
 - Arranging for rental equipment
 - Supervising additional crew as needed
 - Providing technical support during development and rehearsals

PHYSICAL REQUIREMENTS OF THE JOB:

- Able to lift 50 pounds
- Comfortable with heights up to 30 feet in a Genie Personnel lift
- Comfortable climbing A-Frame and Extension Ladders
- Position requires being on your feet for extended periods

PREFERRED QUALIFICATIONS INCLUDE:

- Well-rounded technical theater experience
- 1-2 years supervisory experience, preferred

- Excellent communication and customer service skills
- Familiarity with Vectorworks, GSuite, Office 365, Lightwright, and standard theatrical processes, preferred.
- Ability to work flexible schedules, including evenings, weekends, and holidays

HOW TO APPLY:

Please send a resume, cover letter, and references to Production@New42.org with Technical Coordinator in the subject line.

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.