POSITION: General Management Associate
DEPARTMENT: Artistic Programming
CLASSIFICATION: Permanent
LOCATION: Remote/ On-site
FLSA STATUS: Full-time/ Non-exempt
SUPERVISOR: Director, Artistic Planning and General Management

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:

The General Management Associate supports the Director, Artistic Planning and General Management and the Company Manager in all administrative, financial, and general management matters related to presentations, productions and events at The New Victory Theater, New 42 Studios and off-site.

Responsibilities:

General Management/Administration
- Maintain New Victory season performance calendar.
- Stay up-to-date on details of artistic projects and organize asset files for each.
- Coordinate required artist information for New Victory show programs and website
- Manage studio space requests for all artistic programs
- Assist in contracting process from drafting through execution.
- Assist with coordination of accessibility vendors and services.
- Other administrative duties as assigned.

Company Management
- Assist Company Manager with all responsibilities with regards to visiting companies, i.e., visa applications, hospitality, arranging local transportation.
- Greet and orient New Victory Theater visiting artists on their first day working in the theater.
- Cover duties of Company Manager for performances at the New Victory Theater, New 42 Studios or off-site venues in the instance of a scheduled day off, illness, absence or when multiple shows are running.
- Handle any house seat problems at curtain.
- Act as primary coordinator/decision maker for the visiting company in the event of emergency.

Finance

- Prepare and track monthly AMEX and Petty Cash reports.
- Reconcile show budgets.
- Track the receipt of contracts and prepare payments and PO's.

Insurance

- Communicate with visiting companies about insurance requirements and ensure that all necessary certificates and proofs of coverage are delivered on time.
- Deliver quarterly TULIP statements to the New 42 insurance broker.

Qualifications:

- Excellent organizational skills and attention to detail.
- Ability to create and maintain effective workflows.
- Clear and efficient communicator
- Experience in financial tracking. Comfortable working with basic accounting principals.
- Well-versed in a wide range of digital office platforms, Google Suite, Tessitura is a plus.
- Previous experience in theater producing, general management, company management or stage management prefered.
- Flexibility.
- Strong ability to brainstorm and collaborate.
- Sense of humor.

Work Schedule Requirements:

- Typically Monday-Friday (with some weekends).
- Ability to work some holidays, as needed (with advance notice from manager).
- Evenings/Weekends may be required based on New Victory performance schedule or coverage for Company Manager as needed.

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.

For immediate consideration, please email your cover letter and resume to **careers@new42.org**. Please indicate, "**General Management Associate**," in the subject line.