



TITLE: Theater Operations Coordinator
EMPLOYEE CATEGORY: Regular, Full-time
PAY BASIS: Salary
REPORTS TO: Theater Manager
SCHEDULE: Thursday - Monday when the theater is open

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").

Position Summary

Support the running of the New Victory Theater including concessions, merchandise, and support of IT and additional theater technologies.

Primary Responsibilities Include:

IT support

- Assist production and IT in maintaining theater and lobby technologies
- Provide support and troubleshooting for all screens and digital messaging
- Provide onsite Point Of Sale systems support

Concessions

- Source new concessions items with the Theater Manager and work with Operations and Marketing Departments on selection
- Oversee the ordering of concession items as needed (weekly or bi-weekly)
- With FOH Staff, create attractive concessions displays
- With FOH Staff - train Ushers to work concessions
- With FOH Staff - support Ushers who work concessions during performances
- Prepare weekly concession sales reports
- Enter all inventory into the POS system.
- Health & Safety - keeping accurate and up to date health, safety and sanitation logs, keep updated on NYC food service regulations and signage

Merchandise

- Support the merchandise consultant and Theater Manager to source merchandise
- Order and keep the inventory for merchandise items

- Manage receipt and inventory of merch deliveries
- Enter inventory and track it in POS system
- Submit Interdepartmental billing for merchandise
- Work with visiting companies to inventory/report/track company merchandise
- Provide weekly merchandise sales reporting
- Work with Finance on Quarterly merchandise sales audits

Building Support

- Obtain an S-95 Certificate of Fitness from the FDNY
- Obtain all relevant food and beverage certificates including the TIPS certificate
- Provide break coverage for Stage Door employees as necessary

Additional

- Participate in New 42 anti-racism training
- Additional duties as assigned.

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