



POSITION: Director of Capital Projects & Real Estate
SUPERVISOR: Chief Operating Officer
LOCATION: Hybrid: NYC and Remote
FLSA STATUS: Full-Time/Non-Exempt
SALARY RANGE: \$120,000 - \$140,000

The Organization

Building on the foundation of seven historic theaters, The New 42nd Street (New 42) is a leading performing arts nonprofit whose mission is to make extraordinary performing arts a vital part of everyone's life from the earliest years onward. Led by President & CEO, Russell Granet, New 42 engages a wide diversity of New York City youth, artists, educators, and audiences through the New Victory Theater's stage presentations from around the world, award-winning education and youth employment programs, New Victory LabWorks, an incubator for new works, and state-of-the-art rehearsal studio spaces for New York City's creative community.

We believe that representation matters both on the stage and behind the scenes and seek employees who feel the same. We also know that creative people often come with non-traditional resumes and experience; if you believe you'd be a great fit here, please don't count yourself out—we want to hear from you! Read more below on how to apply.

The Position

Director of Capital Projects & Real Estate is a key member of the organization charged with managing capital projects and budgets and acting as liaison for New 42-leased and subleased properties. Reporting to the Chief Operating Officer, this exciting opportunity is for immediate hire and will operate full-time on a hybrid basis from the organization's headquarters on 42nd Street in New York City.

Primary Duties & Responsibilities

- Director of Capital Projects & Real Estate serves as a key member of New 42's senior staff
- Leads all New 42 capital projects from inception to completion
- Works closely with development/fundraising staff to provide narrative and materials for all capital funding grant applications
- Coordinates and leads the capital funding procurement for government-funded capital projects including contract registration and funding requisition
- Reviews and approves all financial transactions, cost-control reports, cost estimates, and staffing requirements for capital projects



- Supervises and works collaboratively with a team of New 42's consultants including attorneys, architects, engineers, contractors, and others
- Assists in the preparation of proformas and other projections to create financially viable construction, project, and operating budgets
- Responsible for managing short and long-term capital planning for New 42-leased properties, working closely with the Directors of Operations and Production
- Tracks lease compliance and tenant relationships for all New 42 subleased properties
- Manages and facilitates communication between New 42 subtenants, applicable government approval bodies and government relations consultants
- Establishes and maintains real estate revenue tracking systems
- Prepares and presents reports on all New 42 subleased properties for executive management and the Real Estate Task Force of the Board
- Oversees real estate subleasing, including lease negotiations, construction administration, and coordination of tenant interface with government approval bodies
- Presents capital asset reports and metrics to the Chief Executive Officer, Chief Operating Officer and other leadership
- Actively engage and participate in ongoing Equity, Diversity, and Inclusion work within the organization, including the centering of anti-oppressive practices within the Operations department for the advancement of New 42 as an anti-racist organization.

Essential Knowledge & Qualifications

- Seven to ten years' experience in production, construction, real estate, and/or building management
- Experience working for/with not-for-profit organizations
- Five plus years of project management experience
- Experience with NYC Capital Funding process ideal
- Financial planning and capital asset management experience a plus
- Graduate degree in Business Administration, Real Estate, or Public Administration desirable

Physical Demands & Working Environment

- Ability to expertly manage complex organizational priorities, staffing needs and large-scale projects simultaneously in a dynamic and fast paced environment
- Frequent visits to construction sites and building service areas required



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 health, vision & dental insurance that begins on the first day of employment, a pension plan following one year of employment with 100% vesting after 3 years of eligible service, FSA, 403(b) tax-deferred savings plan, short and long-term disability, a commuter benefit plan, generous paid time off, paid sick leave, and paid holidays.

Equal Opportunity Employment

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.

Accessibility Needs

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

Notes From Human Resources

For the safety of our guests and staff, New 42 requires employees to be fully vaccinated against Covid-19 (including booster if you are eligible). Documentation of vaccination status must be provided if an offer of employment is made.

How To Apply

Applicants must submit the following to RealEstate@New42.org in order to be considered for the position:

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