



Position: Artistic Programming Associate
Location: Hybrid: Remote/On-site
FLSA Status: Full-Time/Exempt
Salary Range: \$45,000-\$50,000
Reports to: Artistic Director

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.

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

The Artistic Programming Associate provides support for the Theater's artistic programming, with a strong focus on New Victory LabWorks. Candidates must be motivated to work independently, as well as within a team dynamic, including working directly and indirectly with New Victory LabWorks artists during new work development residencies and creating new outreach strategies.

New Victory LabWorks exists to diversify the field of performing arts for young audiences and the productions seen on stages across the nation. The program is dedicated to BIPOC artists committed to creating adventurous performing arts of all genres for family audiences.

Primary Duties and Responsibilities

- Administrative support of all New Victory artistic programming with lead support of New Victory LabWorks program, including internal and external information dissemination, correspondence, authoring documents & materials (e.g. offer letters, calendars, contact sheets, artist/company bios, etc.), receiving and managing studio space requests, tracking and organizing LabWorks applications, etc.
- Collaboration with the Senior Manager of Artistic Programming to support the LabWorks program's creative growth, including artist development, community outreach, alumni tracking and current artist relations, residency enhancement, etc.
- Maintaining and developing artist relationships including attending workshops, readings, performances, etc.
- Updating and maintaining Tessitura database for LabWorks community
- Creating and maintaining an interactive forum for New Victory LabWorks Artists & Alumni exchange
- Providing creative and administrative support for department-hosted meetings, events, forums, colloquia, conferences, etc.; line-producing, and other projects as needed
- Drafting correspondence in Wordfly (program updates, invitations to professional development events, etc.)
- Planning and creating social media posts and public content in coordination with Marketing & Communications staff
- Serving as mentor to Artistic Programming Fellow(s), as assigned
- Attending conferences and professional development events, as assigned
- Actively engage and participate in ongoing Equity, Diversity, and Inclusion work within the organization, including the centering of anti-oppressive practices within the Artistic Programming department for the advancement of New 42 as an anti-racist organization.
- Other duties, as assigned

Essential Knowledge and Qualifications:

- Bachelor's degree preferred, and a minimum of 3 years' experience in performing arts administration and/or artistic programming
- Clear understanding of and passionate commitment to the creation of performing arts work for all

- The ability to interact authentically with artists from different cultural and socio-economic backgrounds
- Excellent interpersonal skills with an emphasis on building and maintaining meaningful and reciprocal relationships
- Clear and effective organizational and communication skills with high attention to detail and the initiative to prioritize, track, and manage multiple projects simultaneously in a fluid-arts environment, creative writing experience a plus
- Producing and event management experience
- Proficiency in a wide range of digital office platforms, including Google Suite; Tessitura experience a plus
- Some community outreach experience preferred
- Ability to critically assess live performance

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.

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.

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

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