



**POSITION:** Education Programs Associate  
**CLASSIFICATION:** Regular, Full-Time  
**PAY BASIS:** Full-Time/Non-Exempt  
**LOCATION:** Hybrid: New York Metro Area  
**REPORTS TO:** Vice President of Education / Public Engagement  
**SALARY RANGE:** \$43,000 - \$45,000

### **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.

### **ABOUT THE NEW VICTORY EDUCATION DEPARTMENT**

The work of the Education Department is inspired by the live performances on the New Victory stage. Our programs strive to be accessible, inviting Pre-K – 12th grade students, teachers, kids, families and communities of New York City and beyond to play, learn and engage in the arts. The nationally-recognized New Victory Education programs connect the visiting artists to the audience and all of our constituents to the performing arts. The Education Department also fosters deeper experiences with the theater for New Victory families/public audiences through Lobby Engagement, Talkbacks, Family Workshops, and the Youth Corps Programs.

### **THE POSITION**

New 42 seeks a full-time **Education Programs Associate** in the Education department to be a vital part of the Family Engagement team to create digital education activities (written and video) and to support community partnerships. This position will also work to support the New Victory Teaching Artist (TA) Ensemble including TA training content and systems.



## **PRIMARY DUTIES AND RESPONSIBILITIES**

### **FAMILY ENGAGEMENT:**

- Coordinate, plan and event manage New Victory events in the community, and other initiatives with VP, Education & Public Education and Family Engagement staff, including our Labworks program, NYCHA partnership and more
- Schedule all family engagement Teaching Artists and maintain calendars for family engagement events in conjunction with other Family Engagement staff
- Work with the Family Engagement team and Teaching Artists to brainstorm and then write digital New Victory Arts Breaks activities and online Family Activities to support the New Victory Season
- Collaborate with the Communications team to promote Family Engagement programs
- Participate in brainstorming, content creation, and preparation for all Family Engagement programming
- Event manage any Family Engagement events as needed

### **TEACHING ARTISTS:**

- Work with the education staff to plan and run a robust professional development series and community events for the New Victory Teaching Artist Ensemble
- Manage and regularly update the online 'TA Resource Center'
- Support the TA Enrichment Team including taking notes and participating in meetings
- Support the coordination of the communication systems for Teaching Artist Ensemble, coordinate Teaching Artist reflection and evaluation procedures, and recruitment and hiring processes.
- Support curriculum development, Teaching Artist training and activations
- Support the TA payroll system
- Actively engage and participate in ongoing Equity, Diversity and Inclusion work within the organization, including the centering of anti-oppressive practices within the Education department for the advancement of New 42 as an anti-racist organization

### **ESSENTIAL KNOWLEDGE AND QUALIFICATIONS**

- English language fluency
- Excellent written and verbal communication skills
- Strong organization skills
- Ability to collaborate and work with others
- Ability to prioritize and manage multiple projects at the same time
- Interest in, or knowledge of the performing arts, arts education, or arts and culture
- Experience working with artists



- Experience or interest working with various communities in NYC
- Experience with lesson planning and/or professional development
- Multilingualism a plus
- Experience with or interest in online videos and digital content a plus
- Facility with technology and digital tools such as Google and/or Microsoft suites
- Bachelor's degree or relevant experience

### **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 [education.hr@new42.org](mailto:education.hr@new42.org) to be considered for the position:

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