



**Position:** Interim Media & Communications Director  
**FLSA Status:** Part-time temporary / Contract  
**Location:** Hybrid: NYC and Remote  
**Reports to:** President & CEO  
**Supervises:** Assistant Director of Media & Communications and Media & Communications Associate

### **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 **Interim Media & Communications Director** directs the day-to-day public relations activities for New 42, New 42 Studios and New Victory, manages organization's relationship with PR firm, and supervises and approves social media efforts.

### **Primary Duties and Responsibilities**

- Supervise Assistant Director of Media & Communications (focus on social media) and Media & Communications Associate (half focus on social media / half on public relations)
- Set priorities for press strategy and run weekly meeting
- Daily communications with PR firm and sign off on pitches and press releases
- Promotion of institutional efforts including research reports and op eds
- Coordination of press efforts with theater production team
- Serve as internal lead for press events
- Create strategy and write institutional communication including website updates and "What's New at New 42" newsletter

- Send invitations to shows and events to New 42 Artist Council
- Prepare reports on public relations efforts for senior leadership and board as needed
- Handle general organizational inquiries as it pertains to publicity

### **Essential Knowledge & Qualifications**

- 8+ years professional public relations experience, preferably in performing arts or cultural institutions
- Strong project management skills with proven ability to work collaboratively in a fast-paced environment
- 2+ years experience managing a direct report
- Excellent written and verbal communication skills
- Working knowledge of CRM (Tessitura, a plus), project management and email marketing systems
- Proficiency with Google Suite and Microsoft Office applications

### **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 [careers@new42.org](mailto:careers@new42.org) (or other email as appropriate) to be considered for the position:

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