



POSITION: Assistant House Manager / Youth Engagement

CLASSIFICATION: Regular, Full-Time

PAY BASIS: Full-Time/Non-Exempt

LOCATION: Hybrid: New York Metro Area

SCHEDULE: Schedule to accommodate show times (may be adjusted based on tech rehearsal/performance schedule).

REPORTS TO: Assistant Director of Education/Youth Engagement & Theater Manager

SALARY RANGE: \$42-44K

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

New 42 seeks a full-time **Assistant House Manager / Youth Engagement** to work as a vital component of a house management team that includes being a supervisor and mentor to approximately 50 high school and CUNY college students. This position will often work Wednesday - Sunday to help run shows during the evenings and weekends as well as daytime education performances. They will also support the youth engagement team by assisting with scheduling and special events.

PRIMARY DUTIES AND RESPONSIBILITIES

FRONT OF HOUSE MANAGEMENT

- Assume the Sr. Associate House Manager's responsibilities in their absence.
- Create and distribute usher show schedules
- Coordinate the distribution and use of all FOH equipment.
 - Maintain locker assignments.
 - Maintain uniforms
- Coordinate the opening of the building for the general public.



- Coordinate with the Box Office and Production Department at the start of each performance to ensure prompt start times of performances.
- Coordinate the closing of the building at the end of each performance day.
- Coordinate the arrival in theater and on 42nd Street of school groups to ensure the safety and well being of audience members. Assist with school groups for Education Shows in the theater
- Support the management of Youth Corps Mentorship program with Asst Dir of Education/ Youth Engagement
- Assist in the recruitment and interview process for Usher Corps.
- Participate in mid-year and end of year assessments of the Usher Corps staff as directed.
- Supervise sales and liaise with Theater Manager and Theater Operations Coordinator to coordinate the proper running of the merchandise and concessions stands.
- Ensure quality control of merchandise and concessions displays
- Coordinate and implement operating and training procedures for all merchandise in conjunction with Theater Manager and Asst Dir of Education / Youth Engagement
- Oversee the New 42 lost and found.
- Maintain cleanliness and organization of the Youth Corps area.
- Liaise with Family Engagement staff to support all engagement events and activities in the lobbies.
- Lesson plan and facilitate usher workshops as needed

SPECIAL EVENTS/RENTALS

- Coordinate with Development Department on all special events held at the theater (Patron Evenings, Benefits, Working Rehearsals) with regard to: lobby set-ups, location of ticket pick-up tables, coordinating with caterers and receiving of deliveries specific to the event and coordination of post-show Talk-Backs between the audience and the performers and any other FOH-related issues.
- Coordinate with Marketing, Public Relations and Company Management on all press events at the theater with regard to: coordination of camera crews and photographers at the theater, interviews conducted at the theater and any other FOH-related issues
- Coordinate the scheduling and assess the needs of external theater rentals with regard to FOH issues. Act as The New 42 on site representative during external rental events.

ADDITIONAL

- 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



- Act as mentor within Youth Engagement programs and collaborate with school and family Engagement teams for varied projects and initiatives
- Additional duties as assigned

ESSENTIAL KNOWLEDGE AND QUALIFICATIONS

- House Management experience as an usher or House Manager
- Customer service experience
- Experience with Customer Relationship Management systems (Tessitura a plus).
- Facility with technology and digital tools such as Google and/or Microsoft suites
- Ability to collaborate and work with others
- Experience or interest working with highschool and college students
- Experience or interest in working with kids and families
- Interest in, or knowledge of the performing arts, arts education, or arts and culture
- Strong organization skills and attention to detail
- English language fluency
- Multilingualism a plus
- Associate'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.

HOW TO APPLY

Please send a resume, cover letter, and references to education.hr@new42.org with FOH Assistant / Youth Engagement in the subject line.

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.

NOTES FROM HUMAN RESOURCES

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