



**EDUCATION PROGRAMS ASSOCIATE (Open)**  
**New 42 - New York Metropolitan Area (Hybrid)**

**POSITION:** Education Programs Associate

**CLASSIFICATION:** Regular, Full-Time

**PAY BASIS:** Full-Time/Non-Exempt

**REPORTS TO:** Assistant Director of Education/School Engagement

**SALARY RANGE:** \$43K-\$45K

**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 **Education Programs Associate** to support School Engagement programs through coordination of creative content, teacher professional development, classroom workshop and residency programs, and inclusive practices in the Education Department.

**PRIMARY DUTIES AND RESPONSIBILITIES**

- Conduct research for season productions, and other creative education content, provide resources and dramaturgical support to Education Department for various creative content areas as needed
- Coordinate and schedule curriculum development sessions, lesson plan training and lesson plan reviews for teaching artists and assist with the facilitation of lesson plan activations and lesson plan reviews
- Review and edit all lesson plans with support from Director of Education & School Engagement
- Brainstorm, draft content and provide editing support for the New Victory School Tool Resource Guides
- Support accessibility services for Education performances and content support for Sensory-Friendly performances including social narratives
- Coordinate various models of New Victory Teacher Professional Development, and coordinate materials and provide logistical support for all professional development sessions
- Provide general support for Classroom Workshop and Residency Program



- Support day-time Education performances as part of the School Engagement and Front of House teams including liaising with school groups, supporting ushers, and facilitating pre-show speeches and talk backs.
- Assist VPs, Education with scheduling and special projects
- Support social media projects highlighting Education programs
- Facilitate workshops as scheduled
- 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

Strong writing and editing skills

Strong written and verbal communication skills

Strong organizational skills and attention to detail

Ability to prioritize and manage multiple projects at the same time

Experience teaching and lesson planning in the performing arts

Research or dramaturgical experience a plus

Comfort with technology and digital tools such as Google and/or Microsoft suites

Ability to collaborate and work with others

Multilingualism a plus

Interest in, or knowledge of the performing arts, arts education, or arts and culture

Experience or interest in working with school communities or NYCDOE a plus

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.

## **HOW TO APPLY**

Please send a resume, cover letter, and references to [education.hr@new42.org](mailto:education.hr@new42.org) with Education Programs Associate 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.