



Position: Handy Person
Location: On-site
FLSA Status: Full-Time
Salary Range: \$20.50/hr
Reports to: Assistant Director, Buildings & Facilities Manager

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 **Handy Person**, to assist in maintaining New 42's quest for excellence. We are looking for someone who has passion in their work and holds themselves to a high standard. A Handy Person with experience in quality workmanship across carpentry, plumbing, painting, and electrical work.

Primary Duties and Responsibilities:

- Performs plumbing, electrical, light carpentry, patching/painting and locksmith assignments as well as troubleshooting building systems and other duties as required.

- Performs daily facility operations, including operating HVAC , BMS and responding to daily requests for temperature regulation and climate control.
- Other duties including but not limited to Performs daily building inspection by checking all floors for light bulb replacements and general repairs throughout the building.
- Arms/disarms burglar alarm system and verifies all doors are locked before leaving the building.
- Serves as on-call additional coverage for The New Victory Theater when regularly assigned at the New 42nd Street Studios.
- As required, acts as a lead cleaner, leads cleaning crews in daily tasks for the New 42nd Street Inc.
- Removes snow on sidewalk for the New 42nd Street Inc., and power washes the sidewalk.
- Learns & implements specialized techniques for cleaning different surfaces as required.
- Moves furniture and equipment as directed (must be capable of lifting and carrying heavy objects, at least 50 lbs).
- Serve as customer service and vendor liaison in the building for guests and renters as needed.
- Actively engage and participate in ongoing Equity, Diversity, and Inclusion work within the organization, including the centering of anti-oppressive practices within the Facilities department for the advancement of New 42 as an anti-racist organization
- Performs other duties as needed.

Qualifications:

- 2 years of experience and knowledge of HVAC & plumbing, electrical, light carpentry, locks, patching/painting and cleaning
- Maintain the **ability** to satisfy all **physical** demands: Ability to lift and carry objects up to 50 lbs; frequent stooping, kneeling, crouching and/or crawling; reaching above shoulder level; fine finger dexterity, significant lifting, carrying, pushing and/or pulling up to 50 pounds

- Excellent organizational and communication skills and ability to work independently
- Computer skills are a plus.

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 operations.hr@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