Position: Company Manager
Location: On-site during the season (September-July)/Hybrid off-season (August)
FLSA Status: Full-Time/Exempt
Salary Range: $60,000K - $65,000K
Reports to: Assistant Director of Artistic Programming and Artist Services

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 Company Manager who is the main liaison between visiting artists and staff. He/she is primarily responsible for being at all New Victory Theater performances to ensure smooth operations and communication between New Victory Production, Front of House, Box Office, visiting artists, and patrons. This position is also responsible for artistic planning asset acquisition and artistic program management as assigned. During the New Victory season, this position will work a flexible, on-site schedule according to production needs, including evening and weekends. Off-season this position can work a flexible, hybrid schedule (Monday-Friday, two days WFH/3 days from our midtown...
Manhattan offices). Schedule to be determined on a week-to-week basis, based on needs of the department.

**Primary Duties and Responsibilities** (primary not exhaustive list) e.g.
- Guide visiting international companies through the visa process: write visa applications and union consultation request letters, act as main contact for USCIS requests and questions, follow up with USCIS on visa approvals.
- Contact companies prior to their arrival to give them information about NYC, the New Victory and answer questions.
- Plan and host meet and greets, opening night events, etc.
- Facilitate communication among New Victory departments regarding specific shows and visiting company needs.
- Company asset collection and management (i.e. press clippings, reviews, photographs, video, bios, program copy).
- Coordinate press requests, social media and events with Marketing/Communications department.
- Process house seats and artist ticket requests.
- Create, update and distribute welcome packs for out-of-NYC companies.
- Arrange opening night gifts.
- Handle any special backstage needs (food, coffee, etc.).
- Keep the visiting company office and green room organized.

**Essential Knowledge and Qualifications:**
- English language fluency
- Excellent written and verbal communication skills
- Strong organization skills and attention to detail
- Ability to create and maintain effective workflows
- Ability to prioritize and manage multiple projects at the same time
- Comfort with various technology and digital tools such as Tessitura, Google and/or Microsoft suites
- Ability to collaborate, communicate and work well with visiting artists and theater staff.
- Interest in, or knowledge of the performing arts
- 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. Documentation of vaccination status must be provided if an offer of employment is made.

Applicants must submit the following to hr@new42.org to be considered for the position:
- Cover letter expressing specific interest in and qualification for the position
- Resume