



Position: Education Programs Associate/ Youth Engagement
Location: Hybrid: Remote/On-site
FLSA Status: Full-Time/Exempt
Salary Range: \$47K- \$48K
Reports to: Assistant Director of Education/Youth Engagement
Start Date: October 15, 2023

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/Youth Engagement**, to assist the Youth Engagement team within the Education Department in reaching the goals of the New 42 Youth Corps program which is made up of the New Victory Ushers (high school students), College Corps (CUNY college students) and the Fellows (early career professionals.) This role will support and mentor the program participants alongside the Assistant Director of Education/Youth Engagement. This position currently works at least three days a week in the office, and occasional in person evenings and weekend hours are required.

Primary Duties and Responsibilities

YOUTH CORPS SUPPORT

- Meet regularly with New Victory Ushers member to assist them with future planning and goal setting
- Meet regularly with College Corps members to assist and advise them in meeting CUNY requirements
- Establish and support a formal mentorship program within the Youth Corps in conjunction with Assistant Director of Education/Youth Engagement
- Stay up to date on best practices in College Success and College Access
- Maintain knowledge of CUNY and financial aid processes
- Help College Corps Ushers with the CUNY transfer system
- Regularly check enrollment and credits for current College Corps members
- Participate in mid-year and end of year assessments of the Usher Corps staff as directed

EMERGING PROFESSIONALS SUPPORT

- Schedule and attend fellowship training and activities
- Assist the Assistant Director of Education/Youth Engagement in placing and supporting College Corps Ushers in internship opportunities
- Assist Fellows in their search for and attendance of industry conferences and professional development opportunities
- Work with the Assistant Director of Education/Youth Engagement in planning special events

WORKSHOPS

- Create lesson plans and facilitate Youth Corps workshops and meetings with the Assistant Director of Education/Youth Engagement
- Coordinate programs and contacts to aid Youth Corps participants in career and education access
- Implement career development and life skills workshops for Youth Corps participants

RECRUITMENT

- Research, develop, implement recruitment strategies for potential Youth Corps participants
- Coordinate career fairs and other recruitment opportunities
- Coordinate the tracking of Youth Corps applications
- Coordinate the recruitment schedule and conduct interviews for Youth Corps programs alongside the FOH/YE team

ADDITIONAL

- Administer Youth Engagement department accounting systems to include: income and expense, purchase orders, petty cash, expense reports, report regularly to VP of Education and Assistant Director of Education / Youth Engagement
- 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: e.g.

- English language fluency
- Excellent written and verbal communication skills
- Strong organization skills and attention to detail
- Interest in, or experience working with/mentoring young people, performing arts, arts education, or other arts and culture forms a plus
- Ability to prioritize and manage multiple projects at the same time
- Comfort with technology and digital tools such as Google and/or Microsoft suites
- Ability to collaborate and work with others
- CUNY system experience and knowledge a plus
- Knowledge of best practices for youth crisis management 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.

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 education.hr@new42.org to be considered for the position:

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