



Position: Front Desk Attendant
Location: On-site
FLSA Status: Full-Time Exempt
Salary Range: \$18/hour- \$19/hour
Reports to: Associate Director, Studio Operations

The Organization Building on the foundation of seven historic theaters, The New 42nd Street (New 42) is a leading performing arts nonprofit whose mission is to make extraordinary performing arts a vital part of everyone's life from the earliest years onward. Led by President & CEO, Russell Granet, New 42 engages a wide diversity of New York City youth, artists, educators, and audiences through the New Victory Theater's stage presentations from around the world, award-winning education and youth employment programs, New Victory LabWorks, an incubator for new works, and state-of-the-art rehearsal studio spaces for New York City's creative community.

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 **Front Desk Attendant** to assist the New 42 Studios Building Studio Operations Staff in providing excellent customer service to New 42 Studios Licensees and New 42 Staff.

Primary Duties and Responsibilities

- Maintains building safety, monitoring all renter, tenant and visitor invitations, lists and when necessary, keys
- Monitors entry by ensuring each person has a printed tag

- Acts as Fire Life Safety Director (FLSD)
- Monitors all security cameras for interior and exterior of all properties reporting unsafe activity, loitering or other information to building management and the Times Square Alliance, as needed. Consistently following up with building management if on going and once resolved.
- Reports to management any issues with building properties including vestibule doors and screens, elevators, or any other building or space related issues.
- Works with Studio Operations and Production to monitor the daily activities in the studio building including load-ins/outs, invited presentations, press events or other film/photo shoots
- Arms/Disarms the studio building, when necessary
- Opens/Secures front doors at start and close of occupancy hours
- Upholds and enforces building policies including, but not limited to, load-ins/outs, various equipment, bikes, animals, deliveries, etc.
- Prepares/Breaks down load-in/out preparation including any floor or interior protection
- Performs daily inspections of all appropriate life saving equipment, acting as point person with FDNY (if Assistant Director of Buildings is absent), and holds certificate of fitness for FLSD
- Monitors attendance of Fire Safety and Emergency Action Plan staff and tenants in the building, sending daily tracking log, notating substitutions and any occupants with special needs
- Works with Assistant Director of Buildings, Facility Manager and FDNY to maintain fire safety panel, updating and reporting any alerts to Studio Operations staff
- Maintains smooth operation of all appropriate building systems, reporting any issues to building management
- Manages studio key distribution and collection, reporting any keys not turned in at the end of each business day
- Maintains updated visitor calendar, sending invites as necessary when appointments are sent from New 42 staff
- Enforces visitor screening, alerting Director of Operations, Associate Director of Studio Operations, Assistant Director of Buildings and/or Facility Manager of any unauthorized entry
- Vets and announces deliveries and contractors to appropriate renter or New 42 staff

- Manages and maintains office supplies for the department
- Manages lost and found

Qualifications

- 2 years experience or equivalent required
- Excellent organizational and communication skills
- Certificate of Fitness for FLSD required

Physical Demands & Working Environment

- Regular schedule likely includes weekends, evenings, and holidays
- Responsible for making sure the front desk area is adequately covered while on lunch and when taking breaks
- This is an On-Site position

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 to be considered for the position:

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