



<b>Position:</b>	Associate House Manager/Youth Engagement
<b>Location:</b>	On-site
<b>FLSA Status:</b>	Full-Time
<b>Annual Salary:</b>	\$45,000-\$48,000
<b>Reports to:</b>	Director of Audience and Youth Engagement
<b>Schedule:</b>	Show Season Schedule: Wednesday – Sunday onsite Non-Show Season Schedule: Monday – Friday (hybrid home/onsite)

### **The Organization**

New 42 was founded to breathe new life to 42nd Street and its historic theaters, transforming the block into a vibrant and youthful theater district. Today and every day, we continue to spark awe and wonder, opening new worlds to young audiences through New Victory Theater, incubating new works at New 42 Studios, and paving new pathways to creative careers through our artist and mentorship programs. Under the leadership of President & CEO Russell Granet and Board Chairman Henry Tisch, New 42's mission is to make extraordinary performing arts a vital part of everyone's life from the earliest years onward. Driven for 35 years by the belief that the performing arts have the power to connect and change us all, we continue to expand what's possible for artists, audiences, and the future of the performing arts. New 42 is the recipient of a 2025 Tony Honor for Excellence in the Theatre.

### **The Position**

The Associate House Manager / Youth Engagement is part of an active team managing the front of house experience at The New Victory and New 42 theater spaces and supporting the Youth Corps participants (New Victory Ushers and College Corps Ushers) who work in the theater as part of a creative youth development program.

### **Primary Duties and Responsibilities**

#### Front of House Operations

- In conjunction with the House manager, participate or lead in all FOH activities including:
  - Coordinating the distribution and use of all FOH equipment.
  - Coordinating the opening of the building for the general public.
  - Coordinating with Box Office and Production Department at the start of each performance to ensure prompt start times of performances.
  - Coordinating the closing of the building at the end of each performance day.
- Supervise Ushers and Student Associate House Manager (SAHM) during show calls, ensuring smooth operations of Education and Public performances and rentals/special

events at The New Victory Theater and that patrons are provided with a high level of hospitality and care.

- Schedule positions for Usher Corps staff for each performance/event with the other house managers.
- Field and solve any questions and/or problems which audience members may have
- Ensure that public spaces meet all institutional and NYC Building and Health Code standards for cleanliness before allowing members of the public into the New Victory
- Ensure front of house staff members are aware of emergency procedures and evacuation methods; support in the safe exit of the audience in the event of an emergency.
- Liaise with Production, Company Management, Ticket Services, and Operations to ensure smooth FOH operations and communicate with other departments regarding any and all activity in the theater, including writing and distributing performance reports and FOH department end of shift reports following every public performance.

#### Department Administration

- Provide administrative services to the New Victory Usher Corps and College Corps. This includes creating the monthly Usher schedule, coordinating training and other events, and sending regular email communication and reminders.
- Work directly with the Director of Audience and Youth Engagement on the department's quarterly finance reconciliation.
- Collaborate with the House Manager on the upkeep of the front of house calendar, ensuring all events are accounted for.

#### Youth Engagement

- Plan and facilitate pre-show staff meetings that embed Youth Engagement curriculum into the shift and build collaboration and camaraderie
- Lead trainings and support Youth Usher Corps workshops as assigned
- Support the recruitment and hiring of College Corps and New Victory Usher Corps by participating in interviews, reviewing applications, and attending career fairs and other recruitment opportunities as assigned
- Keep track of NYC DOE high school schedules and support college applications as needed
- Participate in quarterly, mid-year and end-of-year assessments of the Usher Corps staff
- Support College Access and Success activities in conjunction with Youth Engagement staff. This includes supporting with college applications, facilitating workshops, and tracking key milestones in the NYC DOE and CUNY calendar.
- Support alumni relationships with the New 42 in conjunction with the Youth Engagement staff
- Overall support and mentoring of New Victory Ushers
- Attend outside professional development workshops as assigned

#### Qualifications

- Experience working in Front of House at a theater as an usher and manager
- Experience working with HS and/or college age youth
- Administrative experience
- Ability to work with a wide variety of people
- Experience collaborating with a team
- Experience with kids & families a plus
- Experience with college applications a plus
- An associate degree or bachelors a plus

### **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.

To be considered for this position, email the following to [education.hr@new42.org](mailto:education.hr@new42.org)

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