



<b>Position:</b>	New 42 Facilities Manager
<b>Location:</b>	On-site
<b>FLSA Status:</b>	Full-Time
<b>Salary Range:</b>	\$70,000 - \$80,000
<b>Reports to:</b>	Director of Facilities
<b>Supervises:</b>	Superintendents, Lead Cleaners, & Cleaners

### **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 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 **Facilities Manager** to oversee the cleaning, maintenance, and repair, and other janitorial services at the Studios Building and New Victory Theater. This role will involve hands-on management and strategic oversight of the facilities team to maintain a safe, clean, and functional work environment. The position will also manage budget tracking, including coding, PO processing, and quarter and year-end reconciliation—as well as all work agreements, building contracts, renewals, and insurance requirements.

Manage building operations (HVAC, plumbing, electrical, elevators, and fire/life-safety systems).

The Facilities Manager must be willing to work a flexible schedule, primarily evenings and weekends, and will be required to participate in on-call duties to respond to emergencies as the organization runs a 7-day operation.

### **Primary Duties and Responsibilities**

- Develop and implement a cleaning and preventative maintenance plan for buildings to ensure buildings are well-maintained and operating effectively and efficiently in compliance with applicable building codes and governmental regulations, as well as organizational policies.
- Manage a facilities team consisting of superintendents, handypersons, and cleaning staff who are members of the union, 32BJ.
- Create and monitor weekly facilities staff schedules and assignments based on the buildings' operational needs.
- Conduct routine building inspections to review staff performance and ensure building standards are met, as well as identify areas in need of repair, maintenance, or noncompliance.
- Operate, monitor, and maintain building systems to ensure they operate correctly, optimally, and efficiently; such systems include, but are not limited to, HVAC, Building Management System (BMS), plumbing, electrical, elevator, and fire/life safety systems.
- Respond to building and facility operation issues; diagnose problem(s) and effectively coordinate resolution of issues and coordinate timely repairs with in-house or contractors if necessary.
- Oversee maintenance contracts, proposals, and service level agreements and associated work by contractors or vendors in conjunction with the Director of Facilities.
- Utilize and manage the work order/facility management system and ensure orders are addressed in a timely manner.
- Develop and manage facility-related budgets, including tracking and processing of invoices and weekly payroll.
- Oversee facilities maintenance, supply purchasing, and ordering

- Lead facility (non-capital) projects
- Participate in identifying long-range maintenance programs, capital projects, and purchases as part of an annual budgeting process.
- Maintain an EAP/FLSD Director license for the New 42nd Street Studios and perform relevant duties as required.
- Additional duties as assigned.

### **Essential Knowledge and Qualifications:**

- 5 years of supervisory responsibility in building operations/facility management (preferably in performing arts facilities)
- Able to work evenings, weekends, and holidays
- Managerial/supervisory experience with union staff (preferred)
- Solid understanding of building systems, including HVAC, electrical, plumbing, and life safety systems
- Knowledge of building regulations and codes, such as DOB, DEP, FDNY, and OSHA
- Experience with using facilities management and building management systems
- Advanced proficiency in MS Office or Google Suite (spreadsheet, scheduling, word-processing, database)
- Hands-on experience in general repairs (carpentry, painting, etc.)
- FDNY Certificates:
  - F-59: Emergency Action Plan/Fire Safety Director
  - S-12 Citywide Sprinkler Systems
  - S-13 City-Wide Standpipe Systems
  - P-98 Certificate of Fitness for City-Wide Fuel-Oil Piping and Storage System
  - P-99 Certificate of Fitness Low-Pressure Oil Boiler

### **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 benefits package that includes comprehensive Health Insurance, Flexible Spending Account, 403 (b) 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 across all departmental business processes; we aim to prioritize and advance as an anti-racist, anti-oppressive organization.

### **Accessibility Needs**

Any applicants needing accessibility accommodations, please don't hesitate to let us know what you need.

### **Notes from Human Resources**

Applicants must submit the following to [facilities.hr@new42.org](mailto:facilities.hr@new42.org) to be considered for the position:

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