



Title:	Director of Facilities
Location:	Onsite minimum 4 days a week
Salary Range:	\$135,000 - \$150,000
Reports to:	Vice President of Real Estate and Facilities
Supervises:	Facility Manager(s)

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 **Director of Facilities** who is responsible for owning and leading all aspects of facility operations and maintenance across New 42's properties which include the New 42 Studios Building and New Victory Theater. This person is responsible for ensuring that the buildings are well maintained, operating efficiently, and in alignment with our organizational standards to support our staff, patrons and guests. This position will oversee safety and building compliance with the local, state and federal applicable codes and regulations. This is a hands-on leadership role,

requiring an individual who can operate at both a strategic and execution level.

Primary Duties and Responsibilities

Buildings Systems & Maintenance

- Lead the Facilities team in the development, implementation, and execution of facilities strategies, comprehensive maintenance and preventive maintenance plans
- Oversee the repair, maintenance, and continuous operation of all building systems which include but not limited to fire/life safety, HVAC, HVAC building management, plumbing, electrical, lighting controls, fire alarm, access control, CCTV, security, and conveyance systems
- Establish quality management systems and procedures to ensure organizational standards are met which include conducting regular building inspections to identify deficiencies, safety hazards, and maintenance needs
- Own Facility Management System which shall maintain organized records for all equipment, service histories, warranties, SOPs, and compliance documentation as well as the work-ticket system (currently MasterLibrary)
- Coordinate with all departments, especially Senior Directors of Operations and Production, to align maintenance activities with building use and occupancy needs
- Lead environmental sustainability and energy-efficiency initiatives across all facilities, including energy reduction, water conservation, waste management, and green operations

Financial Management and Vendor Procurement & Management

- Develop and oversee annual maintenance and operating budgets for all buildings based on historical and projected facility needs
- Establish and implement procurement guidelines for all departmental purchases
- Write scopes of work, solicit bids, negotiate contracts, and ensure work is performed to standards and within budget; this includes service contracts, repairs and general contracting requests

- Maintain and expand relationships with current and expand network of responsible and reliable vendors, contractors and consultants

Capital Projects & Planning

- Develop an ongoing list of needed end-of-life replacements and capital projects with supporting business cases and cost-benefit analyses
- Work with Capital Projects and Real Estate Department to compile, execute, and oversee (as needed) an annual prioritized list of capital projects

Health, Safety, Compliance & Security Oversight

- Ensure building compliance with all local, state and federal regulations, including safety, building codes and environmental standards
- With Senior Director of Operations, develop and oversee security policies, risk mitigation strategies, access controls, surveillance systems, and emergency or incident response protocols
- Oversee staff licensure requirements for as required building compliance and safety for all buildings
- Supervises renewals for all relevant permits for compliant building operations
- Maintains an EAP/FSD Director license for the New 42nd Street Studios acting as the head of the FLSD's on site and manages their performance and ability to perform FLSD Duties and ensures proper coverage and performs relevant duties as required

Team Leadership & Communication

- Provide strategic vision and purpose for the Facilities department and institute and ensure a team culture of continuous improvement and accountability through consistent performance management that aligns with the New 42's core values
- Directly supervise Assistant Director and/or Facility Manager(s) and oversee a facilities team of ~ fifteen 32BJ members consisting of superintendents, handypeople, and cleaners in the development and

implementation of policies that support high-quality maintenance services

- Actively participate in labor negotiations when needed, representing New 42 with professionalism and integrity and ensure departmental compliance with the collective bargaining agreement
- Develop comprehensive knowledge of New 42's buildings; stay informed of facilities challenges and best practices across the metropolitan area and serve as the subject matter expert on New 42's buildings and facility-related matters
- Lead and coordinate emergency response procedures for facility-related matters and incidents; available on-call as necessary

Essential Knowledge and Qualifications:

- Bachelor's degree in Facilities Management, Engineering, Business, or a related field; equivalent combination of education and experience considered
- Minimum of 10 years of progressively responsible experience in facility management, operations, or a related skilled trade
- At least 5 years of supervisory or team leadership experience
- Extensive knowledge of building systems: HVAC, electrical, plumbing, fire/life safety, access control, and pool mechanical systems.
- Strong project management skills with demonstrated ability to manage budgets, timelines, and multiple priorities simultaneously
- Proficiency with computerized building automation and maintenance management/work order systems
- Proficient in Microsoft Office Suite or G-Suite and standard business software
- Excellent communication skills — written, verbal, and interpersonal
- Strong problem-solving skills and the ability to exercise sound, independent judgment
- Ability to work effectively with diverse groups and individuals at all levels of the organization
- Ability to respond to emergencies as needed
- Experience managing multi-site or multi-building facility operations strongly preferred
- Experience working with performing arts and nonprofit organizations a plus

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 to be considered for the position:

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