



Title: Associate Director, Real Estate and Capital Projects
Location: Onsite minimum 3 days a week
Salary Range: \$90,000 - \$110,000
Reports to: Vice President of Real Estate and Facilities
Supervises: N/A

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

New 42 seeks a full-time **Associate Director, Real Estate and Capital Projects** who leads the full lifecycle of design and construction across New 42's real estate portfolio. Reporting to the Vice President of Real Estate and Facilities, this position is responsible for capital planning, design coordination, and construction execution for renovations, major infrastructure and other capital projects and assists in the asset management of New 42-leased and subleased properties

Primary Duties & Responsibilities

Real Estate

- Review leases and monitor lease requirements to ensure compliance, including but limited to up-to-date insurance certificates, chargebacks and quarterly/yearly lease-required reporting to Overlandlord
- Assist in execution of real estate transactions from inception to completion
- Assist in tenant relationship management with New 42 subtenants which includes tenant communications, strategies to support occupancy, tenant satisfaction and long-term portfolio performance
- Assist in the preparation and creation of real estate reports for executive management and the Real Estate Task Force of New 42's Board of Directors
- Assist in preparation of invoices and tracking of payments for lease payments and related billing
- Assist Finance Department with rent reconciliation and financial reporting
- Stay updated on industry trends, regulations, and best practices in the real estate industry

Capital Projects

- Acts as Project Manager for New 42 capital and special projects, as assigned, overseeing all project phases, including procurement of architecture, engineering, and construction teams, conducting thorough existing conditions assessments, feasibility studies, budgeting, and securing regulatory approvals
- Supervises, coordinates and works collaboratively with a team of New 42's consultants, including attorneys, engineers, architects, contractors, and others
- Review all proposed plans and construction documents
- Monitor and review contractor progress and construction schedules to ensure timely completion and adherence to budgets
- Reviews and processes vendor and contractor requisitions and payment applications
- Collaborate with Vice President/Director on the development and implementation of project policies, procedures, and standards
- Collaborate with other New 42 departments on capital project priorities, needs, and planning
- Assist in the development and implementation, and regular upkeep of New 42's 5-year capital plan

- Works closely with the development/fundraising staff to provide narrative and technical materials for capital funding applications and manage/administer capital grants
- Stay updated on industry trends, regulations, and best practices in project management

Administrative

- Oversee the department budget, including processing invoices and payment applications and tracking and managing payments to vendors, contractors, and consultants
- Assists in the preparation of capital project and operational budgets
- Maintain physical and electronic department files

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 five (5) years of professional experience in architecture, planning, construction management, real estate, or a related field
- At least two (2) years of supervisory or team leadership experience
- Familiarity with design and construction processes, including construction drawings, specifications
- 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 working with performing arts and nonprofit organizations a plus
- Familiarity NYC City Capital Funding

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.

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