Position: HR Coordinator
Location: Hybrid - 4 days on site
Salary: $55,000 - $62,000
Reports to: Director of Employee Engagement & HR

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 HR Coordinator supports the day-to-day operations of the Human Resources function, ensuring that employee information, HR processes, and administrative activities are handled accurately, efficiently, and with a high level of service. This position serves as an important resource for employees and managers, providing support on routine HR matters and helping to ensure a smooth employee experience throughout the employment lifecycle.

Working closely with the Director of Employee Engagement & HR, the HR Coordinator manages a variety of HR transactions and processes, including

onboarding, employee records, employment verifications, HRIS administration, and other operational activities. The Coordinator will also support the administration of HR programs, compliance activities, and special projects while identifying opportunities to improve and streamline HR processes.

This is an excellent opportunity for an early-career HR professional to gain broad exposure to the day-to-day operations of a Human Resources function while developing experience across HR systems, processes, employee support, and HR program administration.

Primary Duties and Responsibilities

- Administers day-to-day HR operational processes and communications, ensuring transactions, employee requests, and documentation are handled accurately, efficiently, and in a timely manner.
- Processes new hire, transfer, promotion, salary change, leave, and termination transactions in the organization's HRIS and ensures employee information is maintained accurately.
- Maintains accurate and up-to-date electronic and physical personnel files in accordance with organizational policies and applicable recordkeeping requirements.
- Manages employment verification requests and prepares employment verification letters and other routine employment documentation.
- Provides recruitment support as needed, including preparing and posting job advertisements, conducting initial phone screens, coordinating interviews, and assisting with other recruitment-related administrative activities.
- Serves as a first point of contact for employees regarding routine HR questions and requests, providing information and directing more complex matters to the Director of Employee Engagement & HR.
- Supports the administration of the organization's performance management process, including maintaining timelines, tracking completion, preparing materials, and coordinating communications.

- Maintains HRIS data integrity by conducting routine audits, identifying discrepancies, and making corrections as appropriate.
- Prepares routine HR reports and maintains spreadsheets, trackers, and other HR-related records to support reporting, compliance, and organizational needs.
- Assists with compliance-related activities, audits, and required employment documentation, including maintaining records and tracking deadlines.
- Supports the implementation and administration of HR policies, programs, and special projects by coordinating communications, maintaining documentation, and tracking required actions, and identifying opportunities to improve HR processes and workflows.
- Performs other related duties and responsibilities as assigned.

Essential Knowledge and Qualifications:

- Bachelor's degree in Human Resources, Business Administration, Organizational Psychology, or a related field preferred; equivalent education and/or relevant experience may be considered.
- 1–2 years of experience in human resources, administration, office operations, or another professional work environment preferred. Relevant internship or practicum may be considered.
- Previous experience with an HRIS, payroll system, or other HR-related software preferred.
- Strong organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent attention to detail and a high degree of accuracy when handling employee information and HR transactions.
- Strong written and verbal communication skills, with the ability to communicate professionally and effectively with employees at all levels of the organization.
- Demonstrated ability to maintain confidentiality and exercise discretion when handling sensitive employee and organizational information.

- Demonstrates professional judgment, demeanor, and workplace conduct appropriate for a professional office environment.
- Ability to work independently, take initiative, follow established procedures, and seek guidance when appropriate.
- Proficiency with Microsoft Office and/or Google Workspace and the ability to learn and effectively use HRIS and other workplace technology.
- Commitment to providing responsive, respectful, and customer-focused service to employees and colleagues.

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.

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
This position must be able to carry 50lbs individually, or heavier as part of a group lift. The position will require a wide range of physical movements including sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, etc. in the performance of daily activities. There will be work at height on genie lifts, ladders, or catwalks and there needs to be comfort working in low lighting situations where scenic elements move positions through a show. The position requires night and weekend work and the schedule changes week to week based on the production load in/tech/performance schedule.

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

Applicants must submit the following to hr@new42.org to be considered for the position:

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