Position: Studio Operations Associate
Location: On-site
FLSA Status: Full-Time/ Non-Exempt
Salary Range: $24.04 Per Hour
Reports to: Associate Director, Studio Operations

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 **Studio Operations Associate** to serve as the point person for all New 42 Studios Licensees. This is a Full Time, On Site Position

Primary Duties and Responsibilities
- Serves as primary client contact for all onsite studio client issues.
- Coordinates all aspects of Licensee set up and arrivals
- Coordinates Piano Tunings, Maintenance, Supplies, and Repairs
- An Understanding of Venue Management software as well as VMS
- Coordinates Licensee's daily requests
- Coordinates and conducts License's departures and studio assessments

- Liaises with facilities team to maintain client support spaces
- Maintains furniture and equipment tracking advising Associate Director of damages, replacement needs, etc.
- Oversee Client welcome process including Create and distribute wi-fi, copy and door codes as well as programming elevators and making signage
- Coverage of Studio Administration office tasks, as needed
- Manage Studio Memos and Indemnification Forms
- Manage special event activities in preparation and day of
- Manage Licensee Load Ins and Load Outs

Essential Knowledge and Qualifications:

- Excellent communication skills
- Superior interpersonal and customer service skills
- Exceptional organizational skills
- Self starter and independent worker
- Demonstrable interest in arts management career preferred

Physical Demands & Working Environment

- Ability to work for long periods at a computer
- Regular schedule includes Weekends
- Obtain a Fire Guard Certificate from FDNY
- Ability to work holidays and evenings, as needed

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 benefit package which includes comprehensive Health Insurance, Flexible Spending Account, 403B 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 accommodations for accessibility purposes, please don't hesitate to let us know what you need.

Notes from Human Resources
Applicants must submit the following to operations.hr@new42.org to be considered for the position:

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