

New 42

New York, NY

Position: Stage Door Receptionist

Location: On-site

Salary Range: \$15/hr

Reports to: Associate Director of Studio Operations

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 that 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 seasonal contract Stage Door Receptionist, to be the person who supervises the Stage door of the New Victory Theater.

Primary Duties and Responsibilities

NEW VICTORY THEATER -

Stage Door Receptionists

The New Victory Theater, a 499-seat theater for kids and families in midtown Manhattan, seeks Stage Door Receptionists reporting to the Director of Operations.

Stage Door Receptionists are responsible for answering and directing calls, receiving deliveries, entering visitors into our electronic visitor tracking system and have a key role in maintaining a secure environment for staff and performers as the initial contact for all visitors and guests to the facility.

Qualified candidates will have customer-service experience, demonstrated written and verbal communication skills and comfort with the Google platform. Theater venue and/or stage door experience preferred. Must be available to work evenings, weekends and holidays.

EOE. Send cover letter and resume to Director of Operations by e-mail to operations.hr@new42.org. No phone calls please.

Essential Knowledge and Qualifications: e.g.

English language fluency

Excellent written and verbal communication skills

Strong organization skills and attention to detail

Ability to prioritize and manage multiple projects at the same time

Experience with Customer Relationship Management systems

Comfort with technology and digital tools such as Google and/or Microsoft suites

Ability to collaborate and work with others

Interest in, or knowledge of the performing arts, arts education, or other arts and culture forms 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 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.

New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

Accessibility Needs

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

Notes from Human Resources

For the safety of our guests and staff, New 42 requires employees to be fully vaccinated against Covid-19 (including booster if you are eligible). Documentation of vaccination status must be provided if an offer of employment is made.

Applicants must submit the following to operations.hr@new42.org (or other email as appropriate) to be considered for the position:

Cover letter expressing specific interest in and qualification for the position

Resume

