



Position: Assistant Technical Director
Location: On-site
FLSA Status: Full-Time/Exempt
Salary Range: \$63,000-68,000 Annually
Reports to: Technical Production Manager
Supervises: Non Union Production Crew, IATSE Local 1 Stagehands

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 Under supervision of the Technical Production Manager (TPM), the Assistant Technical Director supports the TPM in all aspects of advancing and implementing production and technical elements for the New Victory Theater and New 42 Studio Building. In addition to working on New Victory Presentations, this includes acting as a production liaison to theater and studio rental licensees for production related support. The position will also manage and maintain the studio building facade architectural lighting system and equipment.

Primary Duties and Responsibilities

- For New Victory Presentations Assist TPM in supervising union and non union crews for the install of all production elements and seating as designed for each production.
- Supervise non union Crews in the Duke on 42nd Street and New42 Rehearsal studios.
- Maintain studio building lighting, audio, video and soft goods inventories and other production equipment and supplies. Perform any in house repairs needed and assess budgetary needs for external repairs.
- Schedule crew calls for maintenance as needed in Duke on 42nd Street theater and New42 rehearsal studios
- Manage production equipment rentals to Studio Building Licensees.
- Supervise crew to install production equipment per licensee agreement.
- Update and maintain Duke on 42nd Street and New42 Studio drawings including rep audio and lighting layouts
- Inspect and report the condition and required maintenance/repairs of theater, studios and production equipment after each rental period.
- Manage and perform ongoing façade lighting system maintenance.
- Support TPM in communication and coordination with presented companies, renters, outside vendors and crew.
- Create technical drawings in Vectorworks as assigned by TPM.
- Assist with Production specific contract addenda for all licensees.
- Procure FDNY Explosives Unit Permits when New 42 Licensee requires.
- Issue production show and work call reports.
- With TPM, Sr Director of Operations, Sr Director of Production, Operations and Facilities staff and House Manager ensure proper use of theater, studios and all equipment by licensees and that users keep to the License Agreement schedule.
- Support Labworks, our new play development program with production elements as developed by the Sr Director of Production and TPM.
- Other duties as assigned by Technical Production Manager and Sr Director of Production.
- Be professional in all interactions, foster communications within the department and organization.
- Actively engage and participate in ongoing culture work within the organization.

Essential Knowledge and Qualifications: e.g.

- Minimum 2 years experience working in professional performing arts venues.
- Technical knowledge of basic stagecraft to include audio, lighting, rigging, and video
 - Stagecraft, scenery and basic rigging- basic use of hand and power tools, building basic scenery. Understanding of safe rigging practices on deadhung grid. Understanding technical drawings.
 - Audio & Video - understanding of hanging speakers and projectors, running cable, patching. Basic knowledge of signal flow and setting up audio consoles. Basic troubleshooting.
 - Lighting - Hanging and focusing lights, experience with both conventional and LED, running cable, patching, basic knowledge of ETC dimming and control systems.
- 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
- Previous supervisory experience of crews of 2-12 people.
- Excellent communication and customer service skills
- Proficient with Google Suite for document creation and emails.
- Proficient 2d Drafting with Vectorworks.
- Ability to work flexible schedules, including evenings, weekends, and occasional holidays.

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

This position requires the ability to be on your feet for long periods of time during show load ins and outs. Job duties require the ability to lift 50 lbs with 1 additional person, push, pull, and work at height on ladders and lifts.

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 via email to production.hr@new42.org with NEW 42 ATD SEARCH in the subject the following to be considered for the position:

- Cover letter expressing specific interest in and qualification for the position
- Resume with 3 References