

The logo for New York Theatre Workshop, consisting of the words "NEW YORK THEATRE WORKSHOP" in white, uppercase, sans-serif font, stacked vertically within a black square.

NEW YORK
THEATRE
WORKSHOP

Operations Manager

About New York Theatre Workshop:

At New York Theatre Workshop, we work relentlessly to empower visionary theatre-makers and bring their work to adventurous audiences through productions, artist workshops and educational programs. We nurture pioneering new writers like Hammaad Chaudry and Nathan Alan Davis alongside powerhouse playwrights like Amy Herzog and Ayad Akhtar. We engage inimitable auteur-directors like Rachel Chavkin and Sam Gold and give invaluable support to tremendous talents like Lileana Blain-Cruz in the earliest days of their careers. We maintain decades-long relationships with legendary theatre-makers like Will Power, Ivo van Hove, Dael Orlandersmith and Caryl Churchill, whose work has shaped and continues to influence our very idea of what theatre can be.

Since our founding in 1979, we've produced over 150 fully-realized productions including Jonathan Larson's *Rent*; Tony Kushner's *Homebody/Kabul*; Doug Wright's *Quills*; Claudia Shear's *Dirty Blonde*; Rick Elice's *Peter and the Starcatcher*; Glen Hansard, Markéta Irglová and Enda Walsh's *Once*; and David Bowie and Enda Walsh's *Lazarus*. Enabling our artists to push boundaries generates work like Anais Mitchell's stirring and unforgettable *Hadestown*, Geoff Sobelle's magical and transformative *The Object Lesson* and Mfoniso Udofia's epic, sweeping two-part cycle, *Sojourners & Her Portmanteau*. NYTW productions have received a Pulitzer Prize, seventeen Tony Awards and numerous Obie, Drama Desk and Lucille Lortel Awards.

But that's not what we're proudest of. We take the greatest satisfaction from the community we've built, and the perspective-shifting experiences we've delivered along the way. We think that theatre can bring people together, change the conversation, and have a profound impact. We feel fortunate to get to support it. If that sounds like something you're interested in too, we'd love to meet you.

About the Team:

Our four-person Internal Operations team is responsible for the finance, facilities, IT, and HR functions for this \$6.5 million theater with 30 full-time employees. NYTW has three buildings that house two theatre spaces, a rehearsal room, a costume and carpentry shop and our administrative offices.

About the Position:

- Manages facilities staff in cleaning, maintenance and repair of the buildings and equipment
- In coordination with the Director of Internal Operations, plan, budget, prioritize and manage facilities projects and improvements
- Manages facilities and IT budgets
- Ensures that all buildings and building systems meet all applicable local, state and federal codes and regulations
- Negotiates and oversees all ongoing facilities and IT related service contracts, vendor relationships, and project bids
- Oversees the scheduling and space management for all public and shared spaces in the buildings
- Recruits and manages part-time reception staff, including scheduling and payroll
- Creates and oversees systems to improve day to day operations and efficient execution of company-wide initiatives
- In coordination with part-time reception staff, maintains inventory of office supplies and first aid kits
- Maintains updated emergency preparedness plans and evacuation plans and ensures staff is properly trained for emergencies
- Liaises with IT Consultants at RoundTable Technology on day to day needs of the staff and larger projects
- Oversees phone, internet and IT systems maintenance, repairs, and improvement

About You:

- You possess excellent analytical skills and are highly organized and self-motivated
- You enjoy improving systems with an eye toward the future and enjoy solving problems in the moment
- You possess basic carpentry skills and can lift 50 lbs
- You have an excellent working knowledge of Microsoft Office

Bonus:

- You have been through an Office 365 conversion and/or are familiar with SharePoint
- You have experience in managing facilities renovations or capital projects

This position is overtime eligible. Benefits include employer paid medical, dental and life insurance and paid time off.

NYTW is an Equal Opportunity Employer (EOE). We are committed to diversity in all areas of our work, on and offstage. We encourage applicants with a unique cultural perspective inclusive of race, ethnicity, gender identity or expression, class, physical ability and sexual orientation.

To apply, please submit a cover letter (please include where you found out about this position), resume and two references to jobs@nytw.org. Please include the job title along with your first and last name in the subject line.