

Tuesday, January 27, 2026

Operations Coordinator

Company: New York Live Arts

Location: New York , NY

Compensation: \$47,000 a year

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New York Live Arts

JOB DESCRIPTION

POSITION TITLE: Operations Coordinator, New York Live Arts

DEPARTMENT: Production

REPORTS TO: Director of Production and Operations

CLASSIFICATION: Full-time, Non-Exempt

SALARY: \$47,000

START DATE: Feb 16, 2026

POSITION SUMMARY:

The Operations Coordinator oversees the day-to-day coordination of all physical facilities at the organization's performing arts venue, including the theater, two studios, terrace, lobby, conference rooms, and administrative offices. This position ensures that the building operates safely, efficiently, and in alignment with the organization's mission. Responsibilities include coordinating maintenance and repairs, creating and maintaining vendor relationships, overseeing building systems and compliance, and maintaining IT infrastructure and technology support. The Operations Coordinator plays a key role in ensuring a welcoming, functional, and secure environment for artists, audiences, and staff.

Key Responsibilities

Administrative Duties:

? Open the building and perform front desk reception duties (answering phones, greeting and checking in rental clients and guests, receiving and delivering mail and packages throughout the building)

? Actively explore implementing Green Initiatives and environmental sustainability measures

? Communication with Condo Management Agent

? Create and distribute updated phone extension document

? Schedule and organize emergency response preparedness trainings e.g., fire drills, active shooter, AEDs and CPR

? Schedule janitorial shifts and payroll management of janitorial staff

? Place online job postings for Live Arts job vacancies

? Assist Live Arts departments with various projects as needed

? Maintain physical equipment for administrative staff (phones, computers, printers, server, etc)

? Open/close studio & conference room wall partition for residency artists, programming events and renters

? Assist various departments with the setup and strike of non-programming events

City Inspections:

? Ensure compliance with local and state building inspections (e.g., FDNY, DOH, DOB) and maintain all documentations, certifications (HVAC, fire safety, elevator)

IT Responsibilities:

? Communicate with IT contractor and internet service provider to troubleshoot any service disruptions and routinely check IT equipment for efficiency, upgrades

? Investigate new vendor services for phone, internet, or any other IT systems as needed

? Manage keycard access and tracking document (OPEN PATH)

? Assist with workstation set-up for staff, resolve any internet, phone and printing issues

? Set up new employees with server access, phone, printer, etc.

General building maintenance:

? Weekly building-wide walk throughs to address any maintenance issues.

? Assign janitorial tasks including but not limited to: window cleaning, studio and theatre disinfecting, mopping, restocking of cleaning supplies

? Perform building maintenance projects such as painting & wall repairs, lightbulb replacing, maintain inventory of repair supplies and tools, maintain and organize copier/supply room

? Schedule exterminator

? HVAC system & Plumbing maintenance issues

? Cultivate and sustain vendor relationships to provide reliable services related to:

Chemical waste removal, IT and Access control, HVAC, Elevator maintenance and Fire, Sprinkler monitoring systems

? Monitor security systems and review security protocol plans

? Coordinate renovation and major building repair needs

TO APPLY:

Candidates are invited to send a cover letter, resume, and references (no phone calls please) to careers@newyorklivearts.org. Applications will be accepted until a final candidate is chosen.

Please use the following SUBJECT: "Ops Coordinator Search".

