

Wednesday, September 19, 2018

Program Administrator Position at Pentacle

Company: Pentacle

Compensation: commensurate with experience

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About the Organization:

Pentacle's mission is to design and provide unique and robust programs of support for performing artists at critical stages in their careers. At the same time, [Pentacle](#) enriches the cultural landscape through cross-sector partnerships in multiple communities across NYC and the U.S. Since 1976, Pentacle has been a model in the arts administration field, enabling performing artists to focus on what they do best—create art and engage with audiences.

About the Position:

Pentacle is seeking a part-time Program Administrator to join its energetic and experienced staff. They will work as a Fiscal Associate in the [Fiscal department](#) and as an Administrator for one of our newest programs called [Administrative Support](#). The Program Administrator will report to the Director, Mara Greenberg, and will be part of a very collaborative team environment.

Responsibilities include:

- Bookkeeping for 501c3 arts organizations
- Payroll Administration & Tax Filings
- Invoice Management
- Insurance Policy Coordination
- Audit Preparation
- Perform basic administrative tasks as they arise
- Work one-on-one with emerging artists
- Correspond with multiple artists at a time
- Attend company staff meetings, workshops, and events

Requirements:

We are looking for bright candidates who are strong communicators, take initiative, and are very organized. Additionally, we are looking for candidates that share our mission, have a strong work ethic, and can successfully work within more than one department. Basic knowledge of QuickBooks and accounting, experience with Salesforce, and excellent writing skills are preferred.

This position is part-time (20-30 hours per week). Salary is commensurate with experience.

How to Apply:

Interested applicants should email their resume and cover letter to:

[Clarissa Soto Josephs](#), Director of Programming, clarissas@pentacle.org

