

Thursday, April 14, 2022

Full-Time Administrative Associate

Company: Pentacle

Location: New York, NY

Compensation: This is a full-time position (40 hours per week) Hourly Rate: \$18/hr-\$22/hr

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JOIN PENTACLES TEAM OF IMPACTFUL ARTS ADMINISTRATORS

Seeking one full-time staff person to fill the role of Administrative Associate.

About Pentacle:

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. To learn more about Pentacle's mission, history, and programs, visit www.pentacle.org

About the Position:

Pentacle is seeking a full time Administrative Associate to join its energetic and experienced staff. They will provide back office support for a diverse group of small budget size artists through the Administrative Support Program(ASP) and Pentacle's nextSteps resource website. Additionally, they will assist other Pentacle programs with administrative support as needed. The Administrative Associate will report directly to the Executive Director and will work alongside other program Directors.

Job Title: Administrative Associate

Job Responsibilities:

Correspond with multiple artists at a time on different administrative projects

Manage timelines, task lists, and organizational systems for ASP and nextSteps

Content creation for nextSteps website

Assist with performance events

Outreach with potential clients and partners

Research projects

Attendance at company staff meetings, workshops, and events

Requirements:

Aligns with Pentacle's mission and values

Interested in a career in Arts Management

Ability to work with artists in a non-profit setting

Comfortable working individually and within a team setting

Strong work ethic

Excellent multi-tasker

Great leadership skills

Proficiency in essential computer software (e.g., Google Suite Apps, Microsoft Office, Zoom), and/or comfortable learning new computer software

Must be able to work onsite at our office in NYC

Preferred:

Prior experience in arts administration

Excellent written and verbal communication skills

Basic understanding of SEO

Proficient in WordPress and Salesforce

COMPENSATION & BENEFITS:

This is a full-time position (40 hours per week)

Hourly Rate: \$18/hr-\$22/hr

Benefits include: Paid holidays, paid vacation, paid sick time, health benefits, performance ticket stipend, flexible schedule, participation in TransitChek program

TO APPLY:

Please fill out our [Application Form](#) to apply. Interested applicants should apply sooner than later. The last day we will accept applications is April 30th. If you have any questions, please email Clarissa at clarissas@pentacle.org.

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