Wednesday, May 25, 2022

Faye Driscoll - Communications and Development Associate

Company: Faye Driscoll
Location: New York, NY
Compensation: $25–30 per hour depending on experience, with an anticipated starting average of quarter time employment.

POSITION OVERVIEW

Faye Driscoll seeks a part-time Communications and Development Associate to manage digital communications and support government, foundation, corporate, and individual fundraising. The position will be responsible for managing and creating content for regular email and social media marketing, and supporting development through grant writing, research, and donor communications. The successful candidate will have excellent written and verbal communications skills, experience creating and managing social media and email campaigns, and a passion for dance and contemporary performance. The ideal candidate understands the complexity and distinction of Driscoll's highly original body of work, and is familiar with the landscape of contemporary dance and performance globally. The Development and Communications Associate will be a creative thinker, detail-oriented, motivated, have strong organizational and project management skills, and serve as a vital support in the achievement of both short-term and long-term visions for sustainable growth within the company.

ABOUT FAYE DRISCOLL

Faye Driscoll is a Doris Duke Award-winning performance maker who has been hailed as a "startlingly original talent" by The New York Times and "a postmillenium postmodern wild woman" by The Village Voice. She is currently the Randjelovic/Stryker Resident Commissioned Artist at New York Live Arts, and is the recipient of a Guggenheim fellowship, a Bessie award and the Jacob's Pillow Artist Award among many others. Her work has been presented at Wexner Center for the Arts, Walker Art Center, ICA/Boston, MCA Chicago and BAM, and internationally at Kunstenfestivaldesarts, La Biennale di Venezia, Festival d'Automne à Paris, Melbourne Festival, Belfast International Arts Festival, Onassis Cultural Centre in Athens and Centro de Arte Experimental in Buenos Aires.

Her most recent performance, Space, was the final live work in her Thank You for Coming trilogy. Space is a moving requiem on art, the body, loss and human connectivity, and was celebrated as "an exhilaratingly personal culmination of the series" by Artforum. In 2020, her first-ever solo exhibition, Come On In, opened at Walker Art Center, offering gallery-goers an experience of six distinct audio-guided experiences from my series Guided Choreography for the Living and the Dead. Faye also choreographs for plays and films, including the Broadway production of Young Jean Lee's Straight White Men, and Josephine Decker's award-winning feature films Madeline's Madeline and The Sky is Everywhere.

www.fayedriscoll.com

RESPONSIBILITIES

Develop engaging digital communications strategies in collaboration with our team;

Create clear and compelling content for email campaigns, social media, fundraising appeals, and more, from a deep understanding of Faye Driscoll's practice;

Maintain contact and communications with audiences and the field of contemporary dance through regular social media posts and management (Facebook, Instagram, LinkedIn and more)

Create awareness of Faye Driscoll, fundraising campaigns, projects, and events through social media management and digital communications and marketing

Track annual grants calendar and support the timely completion of grant writing, editing, preparation, and submissions, as well as interim and final reports as needed;

Research individual, foundation and corporate prospects, and support the cultivation and maintenance of relationships with new and existing funders;

Collaborate on strategies to expand individual donor relationships, including annual appeals,

digital campaigns, sponsorship proposals, acknowledgements, etc;

Develop and maintain robust systems for building donor database, tracking communications, processing gifts, providing acknowledgments, etc;

Other duties and responsibilities as assigned.

SKILLS AND QUALIFICATIONS

Strong knowledge of the field of contemporary dance and performance and a passion for Faye Driscoll's work;

Experience developing and implementing successful digital communications for the performing arts, including email campaigns, press releases, website management, and donor communications.

Excellent grant writing and communication skills;

Strong organizational skills, including the ability to work independently, manage multiple deadlines, and be accountable for performance in

alignment with set goals;

Able to work effectively and with equilibrium and sensitivity, while meeting deadline and respecting collaborative processes;

Familiarity with Google Suite, Microsoft Office Suite, Mailchimp

WORKING CONDITIONS

Faye Driscoll's staff primarily work remotely, and this position requires the employee to have their own computer and access to WiFi;

New York City area candidates preferred;

Attendance at select in-person meetings and events will be required, including some nights and weekends, and requiring car, bus, train, and/or air travel.

COMPENSATION

$25–30 per hour depending on experience, with an anticipated starting average of quarter time employment.

TO APPLY

Please submit resume, cover letter, and social media links to georgelugg@gmail.com, subject line "Faye Driscoll Communications and Development Associate". Application review will begin June 15 and remain open until filled.

Faye Driscoll
New York, NY
www.fayedriscoll.com

For more information:
George Lugg
georgelugg@gmail.com

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