

Tuesday, April 11, 2023

PearlArts Deputy Director

Company: PearlArts

Location: Pittsburgh, PA

Compensation: \$50,000 starting salary

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Mitsuko Clarke-Verdery

Deputy Director for PearlArts: movement and sound

NARRATIVE

PearlArts is looking for someone who can expertly build upon the mission and history of PearlArts, by managing all silos of our organization—these include facilities and programming, community outreach, marketing, and general administration. We need someone who loves a timeline with deadlines, and someone who can help convey the impact of artists and communities joining forces with the goal of positive and powerful change. In the digital and physical world, this person is an ambassador for the performing arts. Whomever takes on this position must be willing to grow with the organization.

PearlArts centers BIPOC, women, and LGBTQIA people in their creative work. Although we do not discriminate, if you are a member of these or of other historically marginalized communities, we strongly encourage you to apply.

RESPONSIBILITIES

Facilities and Programming (50%)

- Work closely with Artistic/Executive Director(s) in the planning, development and maintenance of programming for the organization
- Maintain effective systems streamlining workflows for all programs
- Serve as primary contact for scheduling space for all programs
- Manage logistics, operations, and needs for the organization's new facility in Braddock, PA.
- Lead the coordination of on-site classes with the PearlArts Education Coordinator and other events

Community Outreach (20%)

- Serve as key liaison for the surrounding neighborhood/community and ensure PearlArts' mission and purpose are visible and accessible
- Represent and advocate for PearlArts and its values (social awareness, creativity, collaboration, and accessibility) when in contact with companies, business groups, audiences, individual donors, and arts organizations
- Serve as PearlArts ambassador for the surrounding neighborhood/community

Marketing (20%)

- Coordinate program information with Marketing Manager and effectively communicate to appropriate audiences
- Capture meaningful data to report on our impact to our Board of Directors and funders
- Support the organization's special events and fundraising activities

General Administration (10%)

- Manage donor database

- Support administrative duties as it relates to day-to-day operations of facility and organization

REQUIREMENTS

Commitment to diversity, equity, inclusion, accessibility, and belonging and the willingness to prioritize and foster a commitment to valuing differences of race, ethnicity, age, sex, gender identity, sexual orientation, religion, ability, and socio-economic circumstances

Minimum of 1 years of experience in an administrative position, preferably at a nonprofit arts organization

Exceptional organizational skills with the ability to prioritize

The ability to create and implement systems and processes

Excellent interpersonal skills, verbal and written communication skills

Excellent computer skills

SALARY & BENEFITS

This is a full-time salaried position starting at \$50,000 annually. Expected hours of work 40/week. You will get paid time off during holidays and the summertime. You'll also get the chance to deeply affect culture and drive performance at one of the most innovative arts nonprofits in the city.

SCHEDULE

Administrative working hours are 10:00am - 6:00pm on Mondays - Fridays with occasional weekends and/or evenings for event coordination. And because the world has changed in the past year, we should note that this is an in-person, non-remote position, and all PearlArts team members are vaccinated against COVID-19. Work location is currently KST's Alloy Studios, 5530 Penn Ave., Pittsburgh, PA 15206. This location is temporary. The location will transition to Braddock, PA at the end of 2023.

REQUIRED DOCUMENTS

Please fill out this application form and include the following:

Cover Letter

Resume

Please title your documents as follows:

ex. Full Name_Cover Letter_Administrative Director_Application

[APPLY HERE](#)

About PearlArts: movement and sound

PearlArts is an ever-evolving, founder-driven Black-Arts organization with a core passion for movement and sound creation and experience. Providing media arts education and programming, PearlArts offers artistic experiences through creative residencies, innovative collaborations, and a broad range of dance and sound education and outreach opportunities. PearlArts is the creative parent organization for STAYCEE PEARL dance project & Soy Sos and Tuff Sound Recording. PearlArts Studios is committed to providing programming through classes, workshops, and partnerships with schools and local organizations.

About PearlArts and the Kelly Strayhorn Theater's Mutual Aid Residency

PearlArts and KST, two black-led arts organizations, are partnering for two years (2021-2023) to share resources and work together to increase our capacities to deliver quality programming and services to our communities. In January 2021, PearlArts moved their daily artistic and administrative practices into KST's Alloy Studios. KST and PearlArts staff are working side by side presenting PearlArts public programming as part of the KST season as well as developing, implementing, and managing public programming, including dance classes. PearlArts & KST's Mutual Aid Residency will end in Winter 2023.

PearlArts is an Equal Opportunity Employer

PearlArts provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic characteristics, or any other category protected by law.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; use hands to write and/or type; and talk or hear. The employee is occasionally required to stand, walk, and bend. The employee may occasionally lift and /or move up to 30 pounds. The work environment characteristics are representative of those an employee encounters in an office environment. Reasonable accommodation may be used to enable individuals with disabilities to perform the essential functions.

PearlArts
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