

Monday, September 11, 2023

Company Advancement Associate

Company: Les Ballets Trockadero de Monte Carlo
Location: New York, NY
Compensation: Estimated \$2500/mo part-time

► [Share](#) | [Print](#) | [Download](#)



Part-time, 25-30 hours/week (flexible)

As the Trocks look forward to celebrating their 50th anniversary in 2024 with a robust calendar of cultural activities, dance performances and special events, we are expanding our staff with the creation of the Company Advancement Associate position to provide crucial administrative support.

The Company Advancement Associate/"CAA" will primarily work with and report to the Executive Director on day-to-day support for the company's general administrative, touring, fundraising and marketing efforts. The Trocks are a lean team and a fully remote organization; therefore, excellent verbal and written communication skills, strong collaboration and interpersonal skills, ability to work well with a diverse and remote team, strong organizational and analytical skills, and ability to problem solve and work independently, are a must. PT week day hours (e.g. timeframe of 10am-6pm or 9-5pm) for this position are flexible, with occasional evening hours required for meetings and event support.

Job responsibilities:

Marketing/press support

- Coordinate advance marketing with presenters, including program copy and requests for marketing assets
- Maintain press archive
- Manage email lists
- Help steward in-kind marketing sponsorships and track related marketing data
- Provide onsite support at performances upon request

Fundraising and development operations

- Oversee and process weekly gift data entry (NeonCRM)
- Draft and send out monthly donor acknowledgements
- Assist in production of print and email fundraising campaigns, including list management
- Assist with virtual and in-person member event production and oversight

Touring support

- Track touring contracts and draft fee invoices
- Track ticket sales
- Maintain annual touring database with historic data

General Administrative support for Executive Director

- Draft/send out emails on behalf of ED to vendors, presenters, sponsors, donors, etc.
- Reconcile monthly income sources and help track/analyze growth or decline patterns of support
- Provide support as needed at virtual Board meetings
- Additional administrative duties as assigned

Requirements:

- Bachelor's degree required; Master's degree in arts administration preferred
- Minimum of 2-3 years of nonprofit arts administrative work experience, preferably in marketing and/or fundraising
- Committed interest in the performing arts, with a preference for some dance knowledge or experience
- Proficiency in Microsoft Office, Google Workspace, and web-based communications
- Experience with fundraising software (NeonCRM or similar CRM) preferred, but not required

Understanding of digital marketing best practice, including website and email design and segmentation.
Experience planning, creating and sending email blasts (Mailchimp, a plus).
Solid data entry and list management skills
Excellent proofreading skills, and attention to detail
Ability to organize and maintain several projects simultaneously
Live in tri-state area with ability to commute to NYC for occasional meeting and event support as needed

Sense of humor and interest in the performing arts is a must!

Please submit your resume and cover letter with the phrase "CAA Staff Role" in the subject line to Liz Harler, Executive Director, via email to liz@trockadero.org. We will reach out to prospective candidates directly to schedule interviews. ALAANA candidates are encouraged to apply. LBT is a 501(c)(3) nonprofit organization and an EOE.

As ambassadors of LGBTQ culture and acceptance, the Trocks remain committed to supporting, mentoring, and inspiring the next generation of LGBTQ performers and arts appreciators; supporting LGBTQ elderly and mentoring LGBTQ youth; and serving as an integral link to the history and traditions of LGBTQ performance. The company's education and engagement programs allow the Company to extend the work it does on stage and engage communities in reimagining their expectations of ballet performance and its intersection with gender roles and identities.

The ideal candidate for the CAA role aligns with LBT's Diversity, Equity, Inclusion & Accessibility values noted above. We hope to hire the inaugural CAA by the end of September to start work on or by October 2, 2023 with a minimum commitment of a year-long W-2 contract.

Les Ballets Trockadero de Monte carlo
Box 1325, Gracie Station
New York, NY, 10028
trockadero.org

For more information:
Liz Harler
liz@trockadero.org
202-251-4176

[< back](#)

[previous listing](#) • [next listing](#)