

Thursday, December 12, 2024

Parsons Dance Database and Digital Office Manager

Company: Parsons Dance
Location: New York, NY
Compensation: \$30-\$45/hour

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PARSONS DANCE is seeking a Database and Digital Office Manager. Parsons Dance is a contemporary touring dance company based in New York City. Our dancers perform dozens of shows each year in cities all over the country and the world. We have an extensive network of educational, institutional, and individual supporters whose contributions to our mission are paramount.

The Database and Digital Office Manager is responsible for maintaining a holistic, high-level view of the Company's interlocking technological and procedural resources to create a fundraising operation and virtual workplace environment that are efficient, effective, and accessible.

This is a part-time role that is anticipated to be 80% remote at an hourly rate of \$30-\$45 based on qualifications and experience, and can be completed in approximately 12-20 hours per week. These hours will primarily occur during Parsons Dance's business hours of 9a-5p ET, but may occasionally involve on-site and virtual support during nights and weekends. The position may eventually become full-time with full salary and benefits (starting salary of up to \$70,000), based on early success in the role and demonstrated capacity for growth.

Primary responsibilities include:

- Digital Office Management: Supervising, configuring, supporting, and maintaining the total footprint of systems, data, permissions, automations, integrations, and workflows touching all virtual workplace users and operations, including but not limited to:
 - Salesforce Nonprofit Success Pack, including support for Development operations and Programs management for impact measurement and reporting
 - Google Suite (Gmail provisioning, Users/Groups, Calendar, Drive, Docs, Sheets, Slides, etc.)
 - Slack
 - Jotform
 - Password management utility; web logins and other forms of information security
 - SquareSpace
 - MailChimp
 - Microsoft Office (Word, Excel, PowerPoint, etc.)
 - Video and audio media editing
 - High-speed document scanning and storage
 - File naming and metadata conventions
 - Employee/contractor onboarding, offboarding, and digital resource access
- Gathering requirements, designing procedures, maintaining workflows, producing reports/dashboards, and enforcing clean data architecture and policies to ensure transparent and legible Company activities
- Maintaining the Company's Google Drive filing system with a clear and distinct digital directory hierarchy, coordinating across departments as necessary to sort and organize loose documents on a regular basis
- Interpreting the total body of Company information output to summarize and help guide fundraising priorities and decisions
- Assisting with statistical summaries, technical support, research, and written language for Development and Marketing priorities
- Collaborating with Stage and Company Management to maintain accurate digital archives of Company performances/venues; crediting, casting, crewing, and patron attendance; visual and audio media resources; and accurate Production audio, lighting, and other documentation of active repertory and selected older works
- Collaborating with Stage and Company Management to oversee the orderly storage of the Company's total physical archive, including costumes, production paperwork/scanning, props, technology, event supplies, and more
- Assisting with occasional on-site event support on a regular basis to facilitate and continuously improve Development, Company Management, Stage Management, and Education/Outreach priorities; all Parsons Dance staff members participate in occasional but regular on-site activities in the tri-state area
- Additional organizational or logistical projects, as mutually agreed between the Executive Director and various staff departments

Qualifications:

Candidates should demonstrate ability to multitask, work well in a busy collaborative environment, meet deadlines, be extremely detail oriented, follow through with tasks from beginning to end, and have excellent written and oral communication skills.

- 2+ years professional experience in Google Suite maintenance and administration, Google Drive file sharing maintenance and administration, and/or process workflow design
- 2+ years professional enterprise in database administration, management, and/or design (Salesforce preferred, but not required)
- Bachelor's degree and at least 2 years of non-profit experience, preferably in development, performing arts, and/or other arts fields

- Excellent verbal and written communication skills and diplomacy
- Creative problem-solving skills
- Ability to manage and maintain the confidentiality of sensitive information
- Outstanding organizational skills, attention to detail, and ability to meet deadlines
- Schedule flexibility, including the ability to work occasional nights and weekends in the NYC tri-state area
- Ability to learn quickly, anticipate changes, and adapt to evolving priorities
- Intellectual curiosity and a grounded sense of humor

Equal employment opportunity

Parsons Dance is committed to equal employment opportunity best practices that foster diversity and inclusion in the workplace. We do not tolerate discrimination in employment, employment-related decisions, or in business dealings on the basis of race, color, religion, creed, national origin, ancestry, sex (including pregnancy), gender, gender identity (including gender nonconformity and status as a transgender or transsexual individual, gender dysphoria, and similar gender-related traits), age, sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality, and asexuality), physical or mental disability, citizenship, genetic information or predisposing genetic characteristics, atypical cellular or blood traits, marital status, familial status, domestic violence victim status, military status (including past, current, or prospective service in the uniformed services), or any other characteristic protected under applicable federal, New York State, or local law. Parsons Dance will always seek to provide reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. We also consider extending opportunities to qualified applicants with criminal conviction histories, to the extent permitted by applicable law. We aim to be transparent about our need to request certain historical details for compliance with these requirements, prior to extending offers for employment.

We are actively expanding our inclusion principles to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Parsons Dance strives to make hiring decisions based solely on qualifications, merit, and business needs at the time. At its core, our approach is shaped by respect for each unique individual. This applies to every aspect of employment – from fair wages, working hours, and freedom of association, to equal opportunities for growth and development within the company.

Parsons Dance strives to achieve the same equal opportunity commitments as industry-leading companies in a wide variety of employment sectors. All hiring standards are reviewed for compliance with our seven pillars of Inclusion, Diversity, Equity, and Access, which you can read more about [here](#).

How to apply:

Interested candidates may [click here to apply now](#). Please note that we collect some basic demographic data about all applicants, regardless of qualification for available roles, for the purpose of better accommodating and diversifying our talent pool.

Parsons Dance
124 E. 91st St. #2B
New York, NY, 10128
www.parsonsdance.org

For more information:
Parsons Dance
info@parsonsdance.org

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