

Friday, September 20, 2013

Susan Marshall & Company - Arts Administrator

Email resume and coverletter to: dance@sumac.org

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Susan Marshall & Company is seeking an Arts Administrator who will support the Artistic Director and senior management of Susan Marshall & Company on all day-to-day activities of the organization. This is a part-time position perfect for an artist or manager, or an executive interested in transitioning into the performing arts field. Salary will be commensurate with experience.

Candidates are expected to:

- Be highly motivated self-starters with excellent organizational, writing, and speaking skills;
- Have proven success dividing their time between multiple tasks, and meeting multiple tight and conflicting deadlines;
- Be comfortable asking for guidance or direction when unforeseen situations arise;
- Have 3 or more years of work experience in either performing or visual arts fields, or a lifelong interest in the arts;
- Be passionate about Susan Marshall & Company's work and mission.

The Arts Administrator will:

Development

- Support a grant writer to cultivate relationships with and secure support from known and potential individual and institutional donors, including managing grant applications;
- Work with the AD and senior management to create and implement donor appeals and campaigns;
- Maintain accurate, complete, and up-to-date donor records;
- Support the planning and execution of special events;

Finance & Administration

- Work with an outside bookkeeper to ensure that accurate financial records are maintained;
- Monitor expenditures in accordance with approved budgets and regularly report to senior management;
- Work with senior management and the Company's agent to seek and obtain new opportunities for performances by the Company, and performances by other companies of Susan Marshall's work;
- Serve as the principal liaison to vendors and contractors, in conjunction with the stage and production managers;
- Manage payroll;
- Keep abreast of activities and developments in the dance and performing arts fields, and act as an advocate for the Company;

IT/Tech

- Work with outside vendors to resolve all day-to-day IT issues, including issues with company telephone and computer equipment and services;
- Use a Salesforce CRM database; and
- Maintain the Company's website and social media presence.

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