

Tuesday, April 4, 2017

STREB: Development and Executive Assistant

Company: STREB, Inc.
Location: Brooklyn, NY

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

STREB, Inc.

Development and Executive Assistant

STREB, Inc. is comprised of the STREB Lab for Action Mechanics: a public space that acts as a rehearsal studio, classroom, and performance venue; and STREB Extreme Action: a company of dancers and acrobats who perform internationally.

Reporting to both the Director of Administrative Relations and the Co-Executive Directors, the Development and Executive Assistant plays a vital role in the organization's fundraising and acts as personal assistant to the Artistic Director, Elizabeth Streb. Duties include:

Development:

- Manage the organization's donor database, Little Green Light
- Enter new constituents, donations, and important information
 - Create and pull reports
 - Process and distribute acknowledgment letters
- Process credit card payments in MindBody
- Assist with special events including the Action Maverick Award Benefit, the Kid Benefit, and other events throughout the year
- Communicate with Board members on a regular basis
- Prepare materials for Board meetings
- Play a role in developing materials for fundraising, including the End of Year campaign and the annual benefit.
- Manage the organization's mailing lists

Executive Assistant:

- Act as liaison between staff and Artistic Director
- Oversee the Artistic Director's email correspondence
- Prepare emails and letters on behalf of the Artistic Director
- Manage the Artistic Director's schedule and calendar, including appearances and appointments
- Plan travel including airfare, hotels, car service, etc. for work-related trips

Administrative:

- Answer phone and email inquiries about SLAM in regards to the company, kid classes, summer camp, adult classes, rentals, birthday parties, etc.
- Check clients into class using MindBody
- Greet visitors and students
- Help maintain a clean and functional rehearsal/class/work space
- Assist with registration and other day-to-day tasks as able and needed

Requirements:

- Impeccable organizational and communication skills
- Knowledge of and passion for the performing arts and non-profit sector
- Ability to receive and process large amounts of information in a short period of time
- Strong multi-tasking and time management skills
- Calm demeanor and can-do attitude
- Knowledge of Excel, Word, and Google applications (Gmail, Calendar, Docs, etc)
- Knowledge of Little Green Light, MindBody, and Keynote are a plus but not required
- Bachelor's degree in arts administration or the performing arts preferred
- 1-2 years' experience in arts administration, personal assistance, and/or development

This position is part-time with the expectation of 3 days/week (approximately 25 hours/week). Schedule can be somewhat flexible.

Please send your cover letter and resume to Megan Callaghan at megan@streb.org. Applications received before Friday, April 14 will receive priority, but submissions will be accepted until the position is filled.

STREB, Inc.
51 North 1st Street
Brooklyn, NY, 11249
7183846491
www.streb.org

For more information:
Megan Callaghan
megan@streb.org
(718) 384-6491

[< back](#)

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