

Tuesday, September 1, 2020

Hiring! Development and Administrative Associate

Company: Pentacle
Location: New York, NY

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About the Organization:

Pentacle's mission is to design and provide unique and robust programs of support for performing artists at critical stages in their careers. At the same time, Pentacle enriches the cultural landscape through cross-sector partnerships in multiple communities across NYC and the U.S. Since 1976, Pentacle has been a model in the arts administration field, enabling performing artists to focus on what they do best—create art and engage with audiences.

About the Position:

Pentacle is seeking a full-time administrator(32-40 hours/week) to join its energetic and experienced staff. They will divide their time between Development and Pentacle's Administrative Support Program(ASP).

The Development Administrator will be responsible for all back office support relating to institutional funding, individual fundraising, and the Board of Directors. They will report directly to the Executive Director and work alongside Pentacle's Grant Writer, Associate Director, and Development Committee- comprised of members from the Board of Directors and Pentacle staff.

The ASP Administrator will provide back office support for a diverse group of small budget size artists through the ASP program. Additionally, they will assist other Pentacle programs with administrative support as needed. They will report directly to the ASP Manager and will work alongside the Associate Director and other program Directors.

Responsibilities include:

Development:

- Correspondence management with funders and donors
- Writing and editing of grant proposals
- Creation of digital program materials
- Salesforce/CRM management
- Overseeing of Archiving project
- Provide admin support for Board of Directors meetings
- Invoice Management
- Ability to occasionally work on projects onsite (PPE provided)

Administrative Support Program (ASP):

- Work with multiple artists at a time on different admin projects
 - Assist the ASP Manager with performance events
- Attend company staff meetings, workshops, and events

Requirements:

We are looking for bright candidates who are strong communicators, take initiative, and are very organized. Additionally, we are looking for candidates that share our mission, have a strong work-ethic, and can successfully work within more than one department. Graphic Design skills, experience with Salesforce, and excellent writing skills are preferred.

Compensation & Benefits:

This position is full-time (32-40 hours per week). Salary is commensurate with experience.

How to Apply:

Interested applicants should email their resume and cover letter to: clarissas@pentacle.org

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