

Friday, October 9, 2020

## Interim Administrative Manager

Company: Chocolate Factory Theater  
Location: Long Island City, NY  
Compensation: \$25 per hour

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**Organizational Overview:** The Chocolate Factory Theater is a small nonprofit performing arts organization in Long Island City, Queens that exists to encourage and support artists in their process of inquiry. As an artist-founded, led and focused organization we support the work of dance, theater and interdisciplinary artists through a number of artistic and community programs. We are deeply rooted in our artistic and geographic communities and work to be responsible community members and neighbors.

**Job Summary:** CFT seeks an individual with strong organization and communication skills to support key administrative needs during a 3-6 month organizational transition period. This position will report to the executive director and work closely with the leadership team

**Position Type:** This is a fully remote 3-6 month part-time hourly position working 15 to 20 hours a week with a flexible schedule. Some evenings or weekends may be required. At the end of the contract period, the opportunity for ongoing employment may become available.

**Exempt Status:** non-exempt

**Education:** 4-year degree, or commensurate experience

**Responsibilities including but not limited to:**

taking & distributing board minutes & communications | scheduling board meetings and sending meeting reminders | executing and tracking donor correspondence | maintaining social media postings | managing logistics for community projects | managing the search process for new staff positions | supporting the annual end of the year fundraising campaign | supporting logistics for special events | Managing ED's schedule | some file maintenance and office support tasks

**Qualifications:** 3-5 years nonprofit administrative experience | B.A. or equivalent experience | experience working with a close-knit & small team | experience with Microsoft Word, Excel, Google Drive and other online management tools

**Personal Characteristics:** Good communication and people skills, self-starter, and a team player.

**Compensation:** \$25 per hour.

**Application Timeline and Process:** Applications will be considered through Oct 22nd with a start date of mid November. To apply, submit a resume and cover letter describing your qualifications and interest in this position (PDF format preferred) to [madeline@chocolatefactorytheater.org](mailto:madeline@chocolatefactorytheater.org), with "IAM" followed by your last name in the subject line. In the file name of your resume and cover letter, include your last name (e.g. "Shirley Chisholm Resume" "Shirley Chisholm Cover Letter"). In addition, please include a list of three references.

We strongly encourage individuals that have not been historically represented in the arts sector to apply. The Chocolate Factory Theater is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, disability, military status, or any other characteristic protected by law.

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For more information:  
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