

Tuesday, August 16, 2022

## Manager, Communications and Administration

Company: Performing Arts Alliance

Location: Washington, DC

Compensation: \$65,000

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The Performing Arts Alliance (PAA) seeks a Manager, Communications and Administration to support the national advocacy organization's work to advance movement building for systemic change in the performing arts field, including creative workforce development, increased public investment in the arts, and centering racial and cultural justice in public policy. The Manager is an effective communicator and strong administrator with an interest in government advocacy/public policy. They will work closely with Government Affairs staff at member organizations, PAA's Executive Committee, and consultants to ensure timely communication to member constituents; clear calls for advocacy action; and capturing of impact stories to motivate political movement.

The Manager of Administration and Advocacy is PAA's only paid staff member and must be highly organized and self-motivated, proactive, and able to reprioritize when needed. The successful candidate must have experience engaging diverse constituents in collective action; knowledge of Microsoft Office Suite, Customer Management Systems (e.g. MailChimp or VoterVoice), social media, and digital platforms like Google docs is required. More information here: <https://www.theperformingartsalliance.org/job-opening/>.

Resume and cover letter sharing why the candidate is interested in this position can be emailed to: [info@thepaalliance.org](mailto:info@thepaalliance.org).

Performing Arts Alliance  
Washington, DC  
[www.thepaalliance.org](http://www.thepaalliance.org)

For more information:  
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