

Tuesday, September 13, 2022

Two Full-Time Positions Available at Pentacle (Arts Admin)

Company: Pentacle

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Location: New York, NY

Compensation: FISCAL ADMIN ASSOCIATE: \$50k-55k/year // FISCAL SPONSORSHIP ASSOCIATE: \$20-22/hr

Seeking two full-time staff people to fill the roles of Fiscal Administrative Associate and Fiscal Sponsorship Associate. Pentacle works closely with dance companies, film companies, emerging performing artists and creatives. We are looking for NYC-based individuals who are passionate about arts administration and serving early to mid-career artists. Interested applicants should review the job descriptions and apply via the link provided below. (Deadline: 10/2/22)

FISCAL ADMINISTRATIVE ASSOCIATE (1 of 2)

Responsibilities:

- Bookkeeping for 501c3 arts organizations, including but not limited to debit and credit card disbursement, bill payments, A/P and A/R management, and check and deposit allocation
- Payroll Administration & Tax Filings
- Invoice Management
- Insurance Policy Coordination
- Audit Preparation
- Basic administrative tasks
- Working one-on-one with both emerging and established artists
- Correspondence with multiple artists/companies at a time
- Attendance at company staff meetings, workshops, and events

[View Requirements & Preferred Experience](#)

[APPLY](#) before Sunday, October 2nd at 12:00AM ET

FISCAL SPONSORSHIP ASSOCIATE (2 of 2)

Responsibilities:

- Bookkeeping for Pentacle's fiscal sponsorship program, Unique Projects.
- Tracking & payout of contributed income for 50+ fiscally sponsored artists
- Overseeing of grant compliance – including grant review, submissions, and correspondence with funders
- Insurance Policy Coordination
- Audit Preparation
- Basic administrative tasks
- Working one-on-one with both emerging artists and established artists
- Correspondence with multiple artists/companies at a time
- Attendance at company staff meetings, workshops, and events

[View Requirements & Preferred Experience](#)

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