

Monday, March 13, 2023

## The Chocolate Factory Theater Seeks Assistant to the Executive Director

Company: The Chocolate Factory Theater  
Location: Long Island City, NY  
Compensation: 28/hr

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### Organizational Overview

The Chocolate Factory Theater is looking for a new member of our core team to work closely with the Executive Director and staff as we grow in our new location in Queens and engage in the next steps of a capital construction project and visioning of the organization's future.

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

Since its first season in 2005, The Chocolate Factory has grown from an artist-founded volunteer operation to an internationally recognized incubator for experimental performance and an established presence among the local, national, and international dance, theater, and performance communities. Our works have been awarded numerous OBIE and Bessie Awards and have toured widely.

### Job Summary

The Chocolate Factory Theater seeks an individual with strong organizational and communication skills who will report to and work closely with the Executive Director as a thought partner and task manager on the organization's needs.

### Position Type

This is an hourly position with a hybrid working environment requiring two or more days a week in person and onsite. Regular working hours are to be scheduled with the Executive Director during onboarding. Some flexibility to work outside of schedule may be necessary to support events and deadlines.

### Compensation

The compensation is \$28 an hour as an employee for 20 to 25 hours a week.

### Primary Responsibilities

- Manage the Executive Director's schedule
- Correspond on behalf of the Executive Director
- Support special events and community projects
- Maintain filing systems
- Support effective workflow and project management with Asana and Slack.
- Participate and assist with operational and administrative duties in coordination with other staff members in a hands-on environment.
- General office upkeep and order supplies.

### Expectations

The Assistant to the Executive Director is expected to be a strong team player who can maintain their workflow and prioritize tasks and deadlines in coordination with the Executive Director.

Priorities will be set and reviewed at a weekly meeting with the Executive Director in coordination with The Director of Operations. Regular communications with the Executive Director via Slack, e-mail, and phone will support the Assistant to the Executive Director in their ongoing work.

### Qualifications

- 3-5 years of nonprofit administrative experience
- B.A. or equivalent experience
- Interest in city and state politics and community engagement
- Fundraising experience
- Networking skills
- Experience working in a close-knit & small team

- Experience with Microsoft Word, Excel, Google Drive, and other online management tools

#### Application Timeline and Process

Applications will be considered through March 31, 2023 with a start date of May 1, 2023. 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 "AED" 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"). Please also 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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[< back](#)

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