



## **EXECUTIVE ASSISTANT**

Dedicated to supporting creative risks taken by artists from diverse genres, cultures and perspectives, Performance Space New York presents and commissions works that challenge the boundaries of live performance. Performance Space is an innovative local, national and global leader in contemporary performance.

Reporting directly to the Executive Artistic Director (EAD), the Executive Assistant will play a key role during this critical moment and should be both a motivated and resourceful team player.

The Executive Assistant will work closely with the EAD across administration, board cultivation, individual giving and other development efforts, with a focus on maintaining the utmost organizational working standards from the top down and growing the base of organizational supporters as Performance Space New York harnesses the excitement of returning to its renovated spaces in the East Village.

### Responsibilities

Essential duties and responsibilities include, but are not limited to:

- **Liaising:** This person will work closely with Performance Space's administrative, development, and production staff to support the organization's daily operations. S/he will first and foremost report to and support the organization's Executive Artistic Director.
- **Assisting:** with coordination of the organization's fundraising activities, notably Board members (give and get overview, meetings), individual giving (acknowledgment letters, gift processing), various cultivation dinners and the annual Gala (guest management, liaising with outside vendors, staffing, and general event logistics)
- **Coordinating:** invitations and setup for special events, working closely with all members of the Performance Space New York team, but especially the Senior Producer and Deputy Director.
- **Maintaining and administering:** the EAD's and organization's internal calendar, including meetings among staff and Board members.

### Salary & Working Conditions

Maintain standard office hours, Monday – Friday 10am-6pm.

Attend evening, weekend, and early morning meetings and evening functions, as required.

This role is well-suited to an aspiring professional wishing to deepen their understanding of the inner workings of a growing nonprofit arts organization.

Salary commensurate with experience.

### Qualifications

**PERFORMANCE SPACE      NEW YORK**  
**150 1ST AVENUE   NY, NY 10009   212-477-5829**  
**PERFORMANCESPACENEWYORK.ORG**

Bachelor's Degree in an arts related field, including arts administration or the humanities; or equivalent work experience. Knowledge about the contemporary arts field and its key players.

1-3 years' experience in a non-profit arts organization or creative agency working in a similar capacity.

Excellent communication, interpersonal and organizational skills. Detail-oriented and capable of managing deadlines.

Ability to work independently and to manage both short and long-term projects.

Demonstrable experience in working with and managing a collaborative team of people. Proficient with Microsoft Office Suite (Word, Excel), a must. Experience working with Adobe Creative Suite (Photoshop, InDesign), Wordpress, database systems and ticketing software (OvationTix), a plus.

*Performance Space New York is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in contemporary performance are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.*

To apply

Please send resume, cover letter and at least two references to [office@performancespacenewyork.org](mailto:office@performancespacenewyork.org) by April 15th, 2018.

No phone calls please.