



Marketing and Development Assistant
Winter/Spring 2023

Performance Space New York is seeking an assistant who will support the Communications and Marketing Manager and Development Associate. This role will engage a range of responsibilities that span across multiple departments that will require creative, technical, and administrative prowess. This position pays \$20/ per hour, will require approximately 10 hours per week on-site at Performance Space, with additional hours needed as we approach our March 11 gala.

Applications due January 30, 2023.

This position will begin early February and will last approximately 15 weeks. Send your resume to jobs@PerformanceSpaceNewYork.org.

- Design skills and experience with Photoshop, Illustrator, InDesign, and Adobe Premiere.
- Can assist with graphic design, e-blasts, mailchimp and video editing.
- Help run errands for Marketing & Communications Manager and Development Associate as needed.
- Work with Development Associate to track fundraising progress and Gala's guests relations.
- Assist with projects leading up to the Gala.
- Experience with drafting and posting content for social media platforms.
- Familiarity with Wordpress to update web content.
- Ability to juggle multiple tasks, timelines, and priorities.
- Must have open and flexible availability from February 27 to March 11.

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