



COMMUNICATIONS AND OFFICE ASSOCIATE

Performance Space New York is seeking a Communications and Office Associate to assist the Marketing and Communications Manager. Responsibilities include creating visually engaging content for all upcoming programs to be deployed on our social media channels in a fast-paced environment. We're looking for someone with graphic design as well as video editing skills geared towards short form video content creation. Additionally, this position will support our entire staff with office management and upkeep of our office spaces. This role will engage a range of responsibilities that span across multiple departments that will require both creative and technical prowess.

GENERAL

- Part-time, onsite. \$30/hour. 22 hours per week.
- 3 days/week; weekends & events required.
- Reports to the Communications and Marketing Manager.
- Works closely with Communications and Marketing Manager, Associate Director, Development Manager, Audience Services Manager, and Creative Technologist.

COMMUNICATIONS AND MARKETING

- Support the broader social media and communications outreach of Performance Space New York.
- Help conceptualize, shoot, and edit short videos for multiple social media platforms to support the promotion of all upcoming/current programming.
- Collaborate with Communications and Marketing Manager to help further the creative vision and approach for content on social media channels.
- In collaboration with the Communications and Marketing Manager develop, manage, and deploy a master content calendar and related assets.
- Support, suggest, and implement new features, tools, and ideas to raise brand awareness and grow our channel following on social media.
- Update the Performance Space website, knowledge of Wordpress is a plus.
- Oversee and coordinate merchandise manufacturing.

OFFICE MANAGEMENT DUTIES

- Oversee the organization and cleanliness of the office and kitchen spaces.
- Order office and kitchen supplies as needed and manage storage.
- Manage the office supplies budget and recurring orders and manage storage.
- Coordinate IT equipment upkeep through IT consultants.
- Ensure all office safety protocols are in place.
- Attend weekly staff meetings.
- Attend weekly programming meetings.



QUALIFICATIONS

- Well versed in Adobe Creative Suite especially Adobe Photoshop, Adobe Indesign, Adobe Illustrator, Adobe video editing software, Canva, and social media platforms.
- Highly proficient with video (both shooting and editing) and photo editing.
- Basic graphic design skill set as well as an understanding of HTML and WordPress.
- Basic familiarity with Microsoft Suite, Google Workspace, and Zoom is a plus.
- Background in either nonprofit art organizations, theater, or event production in NYC is a plus.
- Proactive, a great collaborator, and an interest in experimental live art.
- Ideal start date is August 26, 2024.

Performance Space New York is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization; including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Performance Space New York makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our policy online at <https://performancespacenewyork.org/about/careers/>.

To apply, please send a resume, cover letter, a portfolio (if applicable) and, at least two references to jobs@performancespacenewyork.org with Communications and Office Associate in the subject line by **July 29th, 2024**. No phone calls please.