

Interim Part-time Development Assistant

Job Summary:

The Play Company (PlayCo), an Obie award winning not-for-profit theatre producing in New York City, needs a responsible and detail-oriented team player to support all fundraising activities through December 31, 2022, with the possibility of extending until June 30, 2023.

PlayCo serves artists, audiences and community partners who bring a multitude of global and cultural perspectives to our work. We value and center artists and staff team members in our planning and decision-making, to ensure a living wage, humane and positive workplace conditions, and professional development opportunities for all. We are continuously and proactively addressing inequitable and exclusionary systems and practices within our own organization and within the theatre field. Growing our base of support is key to building our capacity to expand and sustain our values-centered and people-centered practices as PlayCo builds back from the pandemic.

We plan to hire a full time Associate Director for Development in Fall 2022. Reporting to the Managing Director, the Interim Development Assistant will play an important role in the success of PlayCo's fundraising activities in the coming months, including donor relations, direct mail appeals, institutional giving and special events, while new staffing is implemented. They will provide support to the in-coming Associate Director for Development at least through the end of 2022, and possibly through the end of PlayCo's fiscal year at the end of June, 2023.

This is an excellent opportunity for a person who is looking to gain first-hand industry experience with not-for-profit fundraising in the arts. We're seeking candidates with the ability to organize and prioritize work independently, strong attention to detail, strong written and verbal communication skills, excellent interpersonal skills, a good sense of humor, and a passion for theatre and new plays.

About PlayCo

The three pillars of our mission are:

- to serve artists in creating a dynamic, uniquely global program of adventurous and innovative work that celebrates the power of live theatre;
- to pro-actively and meaningfully invite our NYC, national and global communities to engage in our work;
- to provide inclusive and affordable access to ensure that our theatre is available to all.

PlayCo commissions, develops and produces new plays from around the world, and has brought to our audiences some 40 plays from the U.S., Central and South America, the UK, Europe, the Russian Federation, South and East Asia and the Middle East, to create contemporary theatre that reflects and responds to both our New York City home and today's interconnected world. We support experimentation in both form and content. We promote cross-cultural exchange between international and U.S.-based artists, centering new and marginalized voices in a joyful and collaborative creative process. We premiere our work in partnership with community organizations and stakeholders to connect with local, national and global audiences.

PlayCo received a 2007 Obie Award for our "unique contribution to the Off Broadway community". Our organization, artists and shows have been honored with Obie, Lucille Lortel, American Theatre Wing, Drama Desk, and Drama League awards and nominations.

PlayCo is committed to diversity, equity, inclusion, and social justice in all areas of our work: on our stage, in our audiences, in our rehearsal rooms, on our staff, and within our leadership. We strongly encourage candidates from communities historically under-represented in the theatre field to apply.

Day-to-day Tasks for the Interim Development Assistant Position:

Individual Giving (30%)

- Process donations and prepare acknowledgement letters on a weekly basis.
- Assist leadership with semi-annual fundraising campaigns including list generation/segmentation, building mail merge files, managing campaign timeline/calendar, tracking donations for reporting, and other campaign-specific tasks.
- Under the direction of leadership, prepare daily or semi weekly reports of prospective donors from ticket buyer lists, and research prospective donors from our recent production of *Will You Come With Me?* from the Spring 2022.
- Track and fulfill all patron program benefits including but not limited to ticket requests, preparing donor lists for production programs, and assisting with invitations to patron events.

Board/Major Donors (5%)

- Schedule and coordinate board meetings.
- Take board meeting minutes as needed and send a draft to the board Secretary.
- Coordinate board, producers circle, and major donor logistics including board contact lists, special requests, and holiday/special event gifts.

Institutional Giving (30%)

- Manage grants calendar to ensure all application and reporting deadlines are accurate. Update leadership on upcoming deadlines at weekly department meetings.
- Create working documents and checklists for each upcoming application and report.
- Create, procure, and/or organize all supplemental grant proposal materials, such as production collateral, press reviews/features, and organizational information.
- Proof read all correspondence, proposals, and collateral prior to submission for final approval.
- Submit and/or deliver grant proposals and reports, as necessary.
- On a quarterly basis, research institutional prospects for upcoming projects and programs.

Special Events (20%)

- Assist with the coordination of the Fall Benefit and Spring Benefit.
- Assist with small special events including Season Launch Party, Opening Night parties, and Playmakers Nights.

General Fundraising/Administrative (15%)

- Manage CRM database (Ovationtix) including a daily review of incoming donations or purchases to correct inaccuracies or merge duplicate files. Assist leadership with reorganizing current database structure.
- Organize and maintain all development files, both paper and electronic, including institutional funders (applications, final reports, acknowledgements and other correspondence), and individual donors (gifts, acknowledgements and other correspondence).
- Assist Associate Director for Programming & Communications with website updates for fundraising, as needed.
- Prepare weekly development department meeting agendas.
- Track development department expenses.

- Participate in weekly staff and applicable departmental meetings.
- General administrative duties as needed (answering phones, checking mail, etc).

Required Experience and Qualifications

- Demonstrated interest in fundraising for the arts.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft programs (Word, Excel, Powerpoint) and the Google Suite.
- Strong attention to detail.
- Demonstrated ability to multitask.
- A warm personality and sense of humor.

Learning Opportunities:

- **Special Projects.** The Interim Development Assistant will have opportunities to work with the Managing Director to devise projects tailored to their interests and learning goals, based on the current programs/projects at PlayCo.
- **Systems training.** For working systems not specifically listed in the *Required experience and qualifications* section above, but necessary for the successful execution of a staff member's responsibilities, PlayCo will provide dedicated in-house training on these systems. In the event the current staff structure does not have the expertise or resources to train, PlayCo will arrange for external training during work hours. PlayCo may provide additional training on systems outside the required scope of a staff member's responsibilities, upon request and pending availability. These training sessions will be voluntary and completed outside of scheduled work hours. The Development Assistant will be trained to use Ovationtix (CRM), and Monday.com (project management software).
- **Networking Opportunities.** The Interim Development Assistant will have access to workshops, webinars, and round tables offered by A.R.T./NY, Theatre Communications Group, and other professional service organizations, and will be able to devote work hours to these activities.

This Interim Development Assistant position is part time beginning as soon as possible and will conclude on December 31, 2022 unless mutually extended to June 30, 2023. After the Associate Director is hired the Interim Development Assistant will report to them. The Interim Development Assistant will have the opportunity to apply for a permanent part time position in Spring 2023.

The Interim Development Assistant will work 25 hours/week with a biweekly salary of \$1,000. Additional compensation will be provided for approved hours exceeding 50 in a biweekly pay period. The PlayCo staff is currently working on a hybrid office model, with 3 days/wk. required in the office and the option to work from home 2 days/wk. We maintain proper COVID safety precautions based on CDC recommendations and we monitor the local and national news on a regular basis, adjust work plans as needed.

The application process will be facilitated by the Managing Director and Founding Producer. Applicants should email a cover letter and resume to jobs@playco.org. Selected applicants will be invited to an interview with the Managing Director and Founding Producer. PlayCo may opt to schedule a second interview with selected candidates. Our goal is for this position to start as soon as possible, but we will be flexible with the start date. We plan to schedule initial interviews during the week of July 18, 2022 with potential second interviews the week of August 8, 2022. Check our website for updates to the search timeline and process.