



POSITION ANNOUNCEMENT

Administrator (Part-time)

Deadline to apply: Friday, September 8, 2017

Title: Administrator
Status: Part-time (20 hours/week)
Location: Washington, DC area (work from home)
Reports to: Board Chair, Performing Arts Alliance

Mission

The Performing Arts Alliance (PAA) is the national policy advocate, leadership forum, and learning network for America's nonprofit performing arts organizations, artists, and allies.

Vision

The Performing Arts Alliance envisions a United States in which the diverse ecology of the performing arts is deeply-valued and supported, adequately and equitably resourced, and where participation is accessible to all.

Purpose

The Performing Arts Alliance is uniquely able to achieve this mission and vision on behalf of the nonprofit performing arts sector:

- through the Board of Directors who lead our coalition, and through our staff and government affairs directors who implement the administrative and advocacy work of the Alliance;
- by coordinating federal advocacy efforts and aligning interests among organizations, artists, and allies in the nonprofit performing arts sector to create a more powerful, unified voice before Congress, the White House, and federal agencies;
- by operating as a learning organization where our Board members, staffs, and member networks are engaged in sharing and building knowledge for an informed performing arts field;
- by exploring how the [values of diversity, equity, and inclusion](#) affect the work of PAA members and the field; the policies for which we advocate; the leadership learning agenda through which our directors share and build knowledge; and PAA's operations and activities.

PAA Member Organizations include:

- Alternate ROOTS
- American Composers Forum
- Association of Performing Arts Presenters
- Chamber Music America
- Chorus America
- Dance/USA
- League of American Orchestras
- National Alliance for Musical Theatre
- National Association of Latino Arts and Cultures
- Network of Ensemble Theaters
- New Music USA
- OPERA America
- Theatre Communications Group



Administrator Position (part-time)

Responsibilities include, but are not limited to:

- Schedule, support, and document PAA's Board of Director meetings (three Board meetings per year between New York City and Washington, DC)
- Schedule, support, and document Executive Committee phone meetings (one call per month, for 10 months each year)
- In coordinator with the PAA Bookkeeper and Treasurer, develop and maintain PAA's annual budget
- Manage PAA's member dues quarterly payment schedule
- Post advocacy updates and action alerts to the PAA membership via Voter Voice
- Update the PAA website on a frequent basis
- Update PAA's social media accounts with timely information
- Maintain all PAA records and file system
- Refer all press inquiries to the PAA Board Chair
- Maintain regular communications with PAA Board Members
- Attend the Cultural Advocacy Group (CAG) meetings as available
- Ensure PAA continues to be a national co-sponsor of Arts Advocacy Day
- Respond to all general PAA inquiries
- Coordinate the tax filings required to maintain the PAA 501(c) 3, 501 (c) 4, and PAC, in coordinator with the PAA Bookkeeper and Treasurer
- Manage all new membership recruitment activities in coordination with the PAA Board Chair

Qualifications:

Required:

- Proven experience with nonprofit administrative positions
- A passion for the nonprofit arts and supporting the national arts community
- A commitment to the values of equity, justice and inclusion
- Exceptional communications skills (written, verbal, and via social media)
- The ability to take initiative and work independently with little supervision
- Familiarity with not-for-profit Board structures
- Experience with updating websites and maintaining social media accounts
- Excellent organizational and time management skills
- Experience in scheduling and supporting meetings among groups of leaders
- Comfort with managing an organizational budget and coordinating with a bookkeeper and Board Treasurer
- Ability to travel to New York City twice per year (additional travel may arise, but will be minimal)

Highly Preferable:

- Prior experience supporting a not-for-profit Board of Directors
- Familiarity with national, nonprofit arts service organizations

To apply for the Administrator position at the Performing Arts Alliance, please send resume and cover letter to the Performing Arts Alliance's Board Chair Amy Fitterer at afitterer@danceusa.org.

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