



## **Administrative Associate for Small Arts Organization**

Jane Franklin Dance is an Arlington based nonprofit arts organization. New methods are sought to reach more people and better serve the community. The Administrative Associate will report to the Artistic Director and Board of Directors. Jane Franklin Dance is an equal opportunity employer. We strive to maintain knowledge and sensitivity of the impact of race/ethnicity, gender, sexual orientation and gender identity on the arts, in education and community engagement. Our current efforts continue to reflect a commitment to enhancing diversity, equity and inclusion.

## **Tasks**

Capture and create video/photo content for social media presence at facebook/insta, twitter  
Media relations including online postings and distribution of press releases  
Create email newsletters via GoDaddy or Mail Poet to promote programs  
Design ads, postcards or flyers using Canva, Publisher, Photoshop, Illustrator  
Organize & maintain records for youth camps  
Provide front-of-house assistance or production assistance as needed for concerts  
Interface with current sponsors, constituents and seek new partners  
Maintain and develop cross-marketing opportunities with local arts organizations and businesses, including advertisers.

Communicate with the artistic director and the board of directors to cultivate partnerships with other organizations.

Organize and oversee fundraising including silent auction and direct mail initiatives

Attend networking events and development workshops

## **Skills and Experience**

- College degree and Minimum 2 years marketing experience - Experience with an arts organization strongly preferred.
- Computer literate and familiar with Word, Google Drive. We are a PC-based organization.
- Organized and able to work independently and motivated to generate new initiatives - Proficiency with online marketing tools including: GoDaddy, Facebook, Twitter, instagram and Google Ad Words
- Strong writing, proofreading and editing skills

This is an independent contract hourly position for a minimum of 12 hours/wk. No benefits, but hours are flexible at 3700 S Four Mile Run Drive, Arlington (accessible by bus) during business hours Mondays-Fridays. Remote work may be arranged.

Compensation: \$18 - \$22/hr DOE and subject to board approval. Position open until filled.  
Contact: Jane Franklin, Artistic Director

Email: [janefranklindance@gmail.com](mailto:janefranklindance@gmail.com)

Phone: 703-933-1111

Jane Franklin Dance: [www.janefranklin.com](http://www.janefranklin.com)  
3700 S Four Mile Run Drive  
Arlington VA 22206

703-933-1111  
[www.janefranklin.com](http://www.janefranklin.com)  
[janefranklindance@gmail.com](mailto:janefranklindance@gmail.com)