



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, able to work independently and motivated to generate new initiatives -Proficiency with online marketing tools: Facebook, Twitter, instagram and eager to creatively expand current marketing tools
- 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. Remote work with on site presence necessary from time to time for rehearsals and productions

Compensation: \$18 - \$25/hr DOE and subject to board approval. Position open until filled.

Contact: Jane Franklin, Artistic Director

Email: janefranklindance@gmail.com

Phone: 703-933-1111

Jane Franklin Dance: www.janefranklin.com

3700 S Four Mile Run Drive

Arlington VA 22206

703-933-1111

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