

ST·LOUIS SHAKESPEARE FESTIVAL

Title of Position: Administrative Coordinator

Immediate Supervisors: General Manager & Director of Development

Our Mission: Fostering community and joy across the St. Louis region through the Shakespearean tradition of art for all.

Position: Provides administrative support across all departments of the organization with special emphasis in the development and communication departments.

Primary Responsibilities:

Development 50%

- Process gifts
- Donor database management
- Manage acknowledgment letter and follow up call schedule
- Research new prospects: major donors, foundations, and corporations
- Provide on-site support for fundraising, friend-raising, and performance-related events as needed
- Grant/report writing assistance

Communications 25%

- Assist Marketing Manager in day to day office tasks including but not limited to gift shop management and website/community calendar updates
- Provide daytime box office support by phone and email to members and ticket buyers
- Support front of house on nights and weekends during productions

Production/Community Engagement 15%

- Creating and maintain contact sheets for all productions
- Use Shakespeare van for occasional drop-off or pickups in support of productions
- Assist and organize production paperwork
- Support story/data collection for the Shakespeare in the Streets program, including possible dictation
- Organize and process applications for Confluence Writers Project and Directing Fellowship

General 10%

- Check and distribute daily mail
- Maintain inventory and order office supplies as needed
- General housekeeping

- Audit assistance support as requested
- Maintain Executive calendars

Qualifications/Knowledge and Essential Skills:

- Knack for customer service. This position interacts with our donors and audiences regularly by phone, email, and in person.
- Proficiency in Google Suite, Microsoft Word, Excel, Adobe and Donor Software
- Previous experience with donor databases/customer relations management systems a plus (on-site training will be provided)
- Driven self-starter who is organized, detail oriented with ability to prioritize and handle confidential information
- Ability to work evenings and weekends as needed
- 2-5 years of administrative/event support experience

As well as:

- A passion for the arts
- A deep love for St. Louis, its many neighborhoods and surrounding areas

Salary and Benefits:

Full time salaried position. Salary range \$36,000 - \$40,000. Benefits include: paid vacation and employee health, dental and life insurance costs covered by the employer.

How to apply:

Send a PDF of cover letter and resume to jobs@stlshakes.org by November 30. Target start date: January 10, 2022.

St. Louis Shakespeare Festival is an Equal Opportunity and has a strong commitment to equity, diversity, and inclusion (ED&I) in our hiring process, as well as in all areas of our work. We believe that diverse ideas, cultures, and traditions are vital assets that enrich the programs and productions we produce for our community. We strongly encourage candidates who identify as Black, Indigenous, and People of Color (BIPOC), LGBTQ+, gender non-conforming and non-binary, and people with disabilities to apply.