Program Assistant

Shubert Foundation | New York, New York

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**Background**

The Shubert Foundation is dedicated to sustaining and advancing the live performing arts in the United States, with a particular emphasis on theatre and a secondary focus on dance.  In service of this mission, the Foundation provides general operating support to not-for-profit, professional resident theatre and dance companies, as well as select arts-related organizations that help support their development.

**Job Summary**

The Program Assistant assists the Executive Director and Program Director with the entire funding process.

**Reports To**

This position reports to the Executive Director and Program Director.

**Responsibilities**

The responsibilities will encompass participation in all aspects of the funding process including application review, preliminary evaluation and site visits.  Some evening and weekend hours would be required to meet evaluation deadlines and to attend performances/make site visits.

This individual will report to both the Executive Director and Program Director, and will serve as primary back-up to the administrative assistant.  As such, the Program Assistant will help to maintain database of applicants and grantees while also answering the main phone line, assisting with travel arrangements, mailings and fact checking.

**Qualifications**

Qualified candidates should possess:

* minimum of two to three years of work experience connected to the not-for-profit theatre and/or dance sector
* experience in fundraising and/or grantmaking a plus
* Bachelors Degree (preferably in a theatre-related field)
* superior organizational, administrative and communication skills
* strong writing and proofreading skills
* knowledge of the not-for-profit theatre world and a passion for theatre
* knowledge of the dance world a plus
* attention to detail will be essential as will the ability to work effectively in a fast-paced, deadline oriented environment while multi-tasking
* PC skills (Filemaker Pro and Microsoft Office)
* willingness to learn fundamentals of financial statement analysis

**Compensation**

We offer a competitive salary and a superior benefits package.