FirstWorks Administrative Coordinator

FirstWorks is a non-profit that enhances the cultural, educational, and economic vitality of our community through world-class performances, education, and as the Founding Creative Partner for PVDFest. FirstWorks’ public performances, whether with iconic guest artists or world-class local ensembles, are framed with extensive community interaction and provide pathways to opportunities for 5,000+ low-income students in Rhode Island.

The FirstWorks Administrative Coordinator assures the smooth operation of FirstWorks across office operations, data, and programs. Vital to the management of the entire organization, the AC must be highly organized and responsive to changing priorities. The AC manages office operational logistics from the mundane to the meaningful, providing broad support for Administration, Marketing, and Development. The AC reports to the Executive Coordinator.

This is a part-time permanent position, though full-time applicants may be considered. Occasional evenings and weekends based on the season schedule. Salary is commensurate with experience. Responsibilities include:

Administration:
- Spearhead management of the office, including telephone, reception and technical troubleshooting
- Maintain institutional calendars and schedules
- Assist senior management, coordinating activities, schedules and communications
- Perform light bookkeeping functions and maintain office petty cash
- Perform note taking at meetings and follow up on assignments and action items
- Help manage customer service and front of house needs for special events

Marketing and Development:
- Coordinate distribution of marketing materials and media communications
- Implement cross-promotional offers and communications with partners
- Manage/update mailing lists for distribution to a variety of constituents
- Provide support for social media campaigns and content creation
- Provide support to annual campaign, donor cultivation and special events as needed
- Support Development staff in tracking donations, donor communications, and annual campaign elements
- Work closely with Box Office and Development teams to improve and manage CRM Database systems

Qualifications:
- Bachelor’s degree required with minimum of 2-3 years of administrative experience
- Computer literate and agile, with proficiency in Microsoft Office; knowledge of QuickBooks online, Asana, and/or PatronManager (SalesForce) is helpful
- Ability to work independently and as part of a team
- Welcoming presence: ability to generate enthusiasm for the organization, elicit cooperation, and maintain a gracious and resourceful approach
- Excellent verbal and written communication skills
- Knowledge of Greater Providence and experience in interacting with the nonprofit arts and culture sector
- Commitment to connecting art with audiences, and FirstWorks core values: creativity and artistic excellence; community partnership; art’s potential for systematic social change

How to apply
Interested applicants should send a cover letter, resume, and 1- to 3- multi-page work/writing samples to admin@first-works.org (include the position title in the subject line), or by mail at: FirstWorks, 275 Westminster St., Suite 501, Providence, RI 02903

FirstWorks is an Equal Opportunity Employer. We are committed to a diverse workplace.