

Administrative Assistant – Arts Management

Tasks and Responsibilities

The Administrative Assistant is responsible for supporting NST's day-to-day operations, including fundraising efforts, event planning, and community engagement activities. This role is essential to the smooth functioning of NST and provides valuable insights into nonprofit arts management. The Administrative Assistant will work closely with NST's leadership team, developing skills in organization, donor relations, and marketing.

- Assist with grant writing and managing donor databases to support NST's programs.
- Coordinate logistics for board meetings, community events, and fundraisers.
- Manage administrative tasks, including correspondence, scheduling, and reporting.
- Support marketing campaigns by preparing newsletters, managing social media, and updating the website.
- Organize and maintain NST's archive of performance materials and records.

Mentorship Opportunities and Career Benefits:

The Administrative Assistant will work closely with experienced arts professionals, gaining mentorship in nonprofit operations, donor engagement, and event planning.

Skills and Experience

Example Dropdown Options:

- Administrative and organizational skills.
- Fundraising and donor management.
- Marketing and communications.
- Event planning and coordination.

What skills will the participant develop during this placement?

Example Dropdown Options:

- Professional communication and collaboration.
- Strategic thinking and planning.
- Organizational and time management skills.
- Fundraising and donor relations.