



Position Description – FTC Special Events & Development Associate (Part-Time: 20 hours/week)

Forward Theater Company is the professional resident theater at Overture Center for the Arts. Each year we produce four mainstage productions of the best in contemporary theater plus a Monologue Festival or New Play Festival. We're deeply involved with our community and give professional actors, designers, and directors an artistic home.

We are looking for a dedicated staff member to play an integral role in the planning and implementation of special events and provide administrative assistance with other fundraising initiatives including working on our endowment campaign.

The ideal candidate will have excellent communication and organization skills and be invested in creating a positive experience for each individual patron. Attention to detail is a must to ensure success. Being able to work independently, handle multiple tasks, and foster relationships with a variety of partners including caterers and venues is also critical.

Proficiency with Microsoft Word and Excel is required. Database management and experience with special event planning are desirable.

Like all members of FTC's staff, the Special Events & Development Associate will be responsible for adhering to the values stated in the company's "Bill of Rights" (see below) and to contributing to the supportive, collaborative, and communication-oriented interactions among the staff and with the Advisory Company (AC), Board, FTC patrons, and the greater community.

We are seeking a diverse pool of candidates and are committed to creating an inclusive environment for all employees.

COMPENSATION: Salaried \$20,000 - \$23,000 per year based on experience. Limited term position of approximately 2 years in conjunction with FTC's endowment campaign. There may be an opportunity to continue following the campaign.

HOURS: Associate can work flexible hours between 9 am – 5 pm during the week. Evening and weekend hours are required during special events (5 – 7 per year).

HOW TO APPLY: Please apply by Friday, November 9th. Email cover letter and resume to Julia Nicholas, Director of Development at jnicholas@forwardtheater.com.

RESPONSIBILITIES

EVENTS

- Research event venues
- Coordinate details and execution of fundraisers and donor engagement events

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FUNDRAISING ADMINISTRATION

- Process donations
 - Maintain donor database
 - Coordinate production and mailing of appeal letters and other donor communications
 - Maintain prospect and cultivation plan spreadsheets
 - Handle donor ticket issues
 - Coordinate grant materials
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Forward Theater Company's "Bill of Rights"

Forward Theater Company was founded on a model resembling that of the federal government. Our bylaws serve, effectively, as our Constitution – a framework guiding how we will operate structurally. Much as the Founding Fathers realized themselves, we know that further guidance is required for our current decision-making and to guide planning in the future. Therefore, we have adopted our own "Bill of Rights" outlining the truths that we hold to be self-evident. FTC's Advisory Company and Board members will be responsible for adhering to these principles, while remaining adaptable to changing times (much as the Congress and Judiciary do at the federal level).

1. We value local artists and will prioritize providing work for them (and especially for the members of our Advisory Company) in casting and other hiring decisions.
2. We will present our work at the highest possible standards of excellence, both onstage and behind the scenes.
3. We will strive to pay our artists, staff and crew at the highest level of industry compensation.
4. We will value our subscribers and the critical role they play in sustaining our company through our interactions with them, our customer service, and our pricing.
5. When choosing our seasons, we will prioritize work that our audiences would not otherwise have access to – ie, fresh new work available only to professional companies, world-premiere scripts, exciting approaches to older works that are guided by top-caliber artists....
6. We will provide a positive, respectful and nurturing work environment for all employees and guest artists that allows everyone to work to their full potential, and will conduct ourselves with integrity in all interactions representing Forward Theater Company.
7. We will be a community-wide leader in forging collaborative partnerships.
8. We will invest our time and resources in educational and complementary programming that enhances the experience of our current audiences and grows the pool of new audience members.
9. We will, in all things, be respectful of the financial implications of our decisions, and will be a leader in the arts community's contributions to the local economy.
10. Most importantly, we will maintain the high standards of community involvement and responsiveness we have established in our formative years, remembering always that FTC exists to serve that most important component of any theatrical endeavor – the audience.