

Long Wharf Theatre Job Posting

Development Coordinator

Department:	Development
Reports to:	Director of Philanthropy (DoP)
Direct Reports:	N/A
Classification:	This is a full-time, exempt (salary) position, eligible for an array of benefits including health & dental insurance.
Compensation:	\$42,500 annually, plus benefits
How to apply:	Please submit resume and cover letter to human.resources@longwharf.org . Please include in the subject line: "Development Coordinator."

The Invitation:

Long Wharf Theatre is a gathering place dedicated to producing boundary-breaking theatre with and for its kaleidoscopic communities. We believe that theatre is for everyone, and that art and activism can live side by side. We are committed to building boundary-breaking theatre with, for, and by the greater New Haven community. We are seeking a Development Coordinator to facilitate scheduling & communication for the board of directors, coordinate development events, and support the development team.

The Work Environment and Culture:

The leadership at LWT cares deeply about staff culture and development. Members of the LWT staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is a belief within the organization that great art comes from great relationships. LWT supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

The Duties (including, but not limited to):

- Scheduling full board and board committee meetings.
- Creating and distributing the monthly board digest email.
- Creating, maintaining and distributing the board handbook.
- Taking minutes for full board meetings and assigned committee meetings.
- Producing & coordinating events such as opening night, member and cultivation events.
- Coordinating and implementing communications strategies for events.
- Providing administrative support to the development department.
- Attending trainings in administrative procedures as required.
- Attending anti-racism, anti-harassment and safety trainings as required.

The Skills & Expertise Needed:

- Commitment to working within an organization dedicated to advancing anti-racism, gender equity, and radical inclusion.
- Comfort with cross-departmental collaboration is essential.
- Excellent writing and proofreading skills, with attention to detail.
- Experience with event coordination.
- Ability to manage complex scheduling assignments.
- Ability to maintain multiple projects simultaneously.
- Ability to successfully meet deadlines.
- Strong organizational skills and the ability to work independently as well as in a team environment. Proactive and self-directed.
- Experience working in Spektrix is a plus.
- Ability to learn web-based software required for the job and for administrative purposes.
- Ability to use a computer for email, calendaring, spreadsheets, and word processing.
- Provable eligibility to work in the US.

The Experience Needed:

- 2-3 years' work experience in most of the duties listed above.
- Interest in/knowledge of live theatre or the performing arts.

***Full vaccination against COVID-19 is required as a condition of employment.**