MEMBERSHIP & COMMUNICATIONS SPECIALIST

Part-Time (20 hours per week)
Salary: $2,000 per month

Theatre Bay Area, the arts service organization for the Bay Area’s nonprofit theatre community, is currently in the process of restructuring our organization and operations to respond to current conditions in the theatre community as we continue to grapple with the impacts of COVID. We seek an organized, collaborative individual to join us in this exciting and transformational process by assisting us with our membership administration and communications management.

The ideal candidate is organized, detail-oriented, experienced in handling confidential information, skilled in English writing and copy editing for marketing purposes, and able to work remotely. This position is nearly-100% remote, with occasional in-person events (including the all-day Annual Conference and other meetings). Residency in the San Francisco Bay Area is preferred.

MAJOR AREAS OF RESPONSIBILITY

Membership Management:

- Manage the TBA general email address and communicate with our constituents in a timely manner;
- Monitor incoming communications via TBA’s “Contact Us” form and assist members as needed;
- Provide support as needed with membership database maintenance;
- Ensure members receive appropriate benefits and online permissions promptly.

Communications & Marketing:

- Update TBA website as needed, including copyediting and approving job and audition postings;
- Draft and compile content for member newsletters;
- Provide online support for Programming and Events, including creating events and marketing them to appropriate audiences among the membership;
- Solicit new sales for online advertising and Audience Database memberships;
• Support Marketing and Communications Officer in implementation of advertising and other sales;
• Provide support for the relaunch of the Postcard Distribution Network;
• Create social media content and set up posts for optimized distribution.

SKILLS & QUALIFICATIONS

A competitive candidate will demonstrate the following:

• Expertise with Microsoft Office (Word, Excel, SharePoint, Outlook, etc), G Suite, and Zoom, and affinity for learning new technology;
• Experience with membership management and/or CRMs (TBA is currently switching to GrowthZone), with excellent attention to detail;
• Experience with customer service and effective, respectful communication skills;
• Experience with marketing and communications, especially social media;
• Experience with WordPress or other website maintenance platforms;
• Knowledge of Bay Area theatre community is a plus.

COMPENSATION
Salary is $2,000 per month for ~20 hours a week (around three days a week, or spread across more partial days, depending on your schedule), for a total of ~80 hours a month. TBA's salaries are paid semi-monthly. This position is part-time.

APPLICATION PROCESS
Please submit a cover letter and resume to Jobs@TheatreBayArea.org. Applications open until the position is filled.

About Theatre Bay Area
Founded in 1976, Theatre Bay Area (TBA) is known for its innovative programs and services and counts as its members nearly 300 theatre companies and some 2,000 individual artists across the region. Theatre Bay Area’s mission is to unite, strengthen, promote and advance the Bay Area theatre community working from its conviction that theatre and all the arts are an essential public good, critical to a truly prosperous and democratic society, and invaluable as a source of personal enrichment and growth. At Theatre Bay Area we assert
the particular power of theatre to inspire empathy and understanding, enrich individual lives, and create community.

**Theatre Bay Area's Values**
Theatre Bay Area is committed to embodying and advancing the values of community, impact, inclusion, service, and sustainability.

**Theatre Bay Area's Commitment to Equity, Diversity, and Inclusion**
Theatre Bay Area has a collegial, inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. Theatre Bay Area is committed to advancing equity, diversity and inclusion within the organization and the larger theatre community we serve. We highly encourage people of color, transgender and gender-nonconforming persons, individuals with disabilities, and persons from other historically marginalized groups in our community to apply. Theatre Bay Area is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, class, education level, former incarceration, or veteran status.