PROGRAMS 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 grantmaking programs and member events.

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

- Assist the Programs Officer with clerical tasks, communications, record-keeping, and organizing grant information sessions;
- Support the Programs Officer with administrative tasks around grants, staying in good communication with the Programs Officer about upcoming projects and deadlines;
- Develop new practices to manage historical grant-making data and archival record-keeping;
- Provide administrative support for online TBA events, including webinars and other member services;
- Assist with scheduling, staffing, and event management for in-person TBA events, including Annual Conferences and additional convenings;
- Provide additional administrative, clerical, and customer service support, as needed.

SKILLS & COMPETENCIES

A competitive candidate will demonstrate the following:
- Expertise with Microsoft Office (Word, Excel, SharePoint, Outlook), G Suite, and Zoom, and affinity for learning new technology;
- Experience with grantmaking software, grantmaking practices, and/or administration of complex projects;
- Experience with conferences or event planning;
- Customer service orientation;
- 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 multiple part-time 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 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.