



Position: Marketing and Development Assistant

Reports to: Director of Marketing and Development

Description: The Marketing and Development Assistant provides day-to-day operations support across all areas of the Marketing and Development Department, including social media posting, project support for marketing and development projects and tracking individual, corporate, foundation, and government giving, as well as assistance with special events and capital projects.

Core Competencies Needed: Relationship building skills and rapport with donors; flexibility; strong communication skills; proactive problem solving; critical thinking; and creativity. Social media skills are ideal including content creation and coordination. A passion and love for live theater is a must.

Responsibilities:

- Work to support STC's financial viability by helping exceed revenue goals and grow contributed income.
- Become highly proficient in Theatre Manager (STC's ticketing and donor database), especially the Donor, Ticketing, and Mail List modules.
- Donation processing, receipting, tracking, and reporting. Distribute and redeem individual donor benefits.
- Keep accurate donor profiles, including contact information and donation, ticket, and education purchases. Track donor communications and meetings.
- Maintain STC's web pages and social media as relevant to the Development Department. Generate online content, as assigned.
- Track and issue STC ticket donation requests.
- Assist in drafting donor solicitations, including annual giving letters and sponsorship and partnership proposals.
- Assist in the preparation and execution of three annual fundraising events, including sponsorship and auction item solicitation, vendor communications, volunteer coordination, print and press material creation, and guest tracking and communication.
- Represent STC at indoor and outdoor community events, as assigned. Run development-related errands outside of STC, such as picking up items, delivering collateral, etc.

- Occasional assist as an Audience Services Representative (ticket selling, house managing) during peak times.
- Perform general office tasks in support of the marketing and development department, such as answering phones, emailing, printing, copying, and mailing.
- Function independently to follow the established processes and procedures of the department.
- Work collaboratively and respectfully with other STC departments, including Artistic, Production, Facilities, Education, and Audience Services as well as STC's Board of Directors.
- Be a professional, enthusiastic, and informed ambassador for STC and its mission to be the leader in integrating professional theatre with theatre arts education.

Hours: 40 Hours/Week, Occasional Evening and Weekends Required

Position to start mid-August.

Compensation: Non-exempt, \$21/hr.

Requirements:

STC is a fully vaccinated facility. If hired, employee will need to submit their vaccination status and to provide proof of vaccination.

Fingerprinting and background check will occur if hired.

Sacramento Theatre Company is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of performance and professionalism, and who will support our organizational culture of inclusion, equity and diversity.

About STC: We are a nationally-recognized, professional theatre company. As one of the oldest and one of the largest arts institutions in the region, STC presents classical, musical, and contemporary plays, as well as world premieres. From September to May, our theaters feature up to eight performances each week, for a total of more than 300 performances each year. Learn more about our Mission and Core Values [here](#).

If interested in applying, please submit a resume to Ally Heatherly, Director of Marketing and Development at heatherlya@sactheatre.org by July 15, 2022