



Since 2000, The Center for the Arts, a 501(c)(3) nonprofit arts organization, has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center recently completed a major renovation of its multi use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows.

**TITLE:** Development Assistant

**REPORTS TO:** Development Director

### **JOB PURPOSE**

This role is new to The Center For The Arts and is critical to the continued growth and success of the organization. You will be conduit between the Center and its patrons, making sure they are having the best experience possible both at our events and in the community. Developing new and maintaining current relationships with donors to further drive the Center's mission is crucial.

### **DUTIES and RESPONSIBILITIES:**

- Serve as the Encore Lounge Liaison
- Community Sponsorship coordination
- Supervise the Box Office staff
- Assist in Membership supervision and growth
- Be at events as needed to ensure the success of the Encore Lounge is providing the best experience possible for the patrons
- Run reports as requested by the Director of Development
- Event planning assistance and promotion
- Assist Director of Development with grant writing and fundraising campaigns
- Help maintain databases

### **QUALIFICATIONS:**

- Communication and critical thinking are the key skills we need as the DA to think on your feet and be able to engage patrons, local businesses and members of the Center. You will have to navigate our diverse group of patrons and discern what needs to be done to maintain good relationships with the larger community.
- Outstanding customer service skills
- Outstanding written and verbal communication skills required
- Must be able to multitask
- Full comprehension and use of Google Drive, Microsoft Office, and basic computer use
- Extensive organization skills and attention to detail
- Basic math skills required.
- Direct supervision experience
- Ability to use various ticketing programs including PatronManager or Salesforce is a plus



THE CENTER  
FOR THE ARTS

### **HOURS**

Full Time - 32+ hours per week, expect 20% of your time to be in the office and 75% remote or in the community

Time varies based on event needs. Some evening and weekend hours will be required.

This is a hands-on, non-exempt, customer facing position.

### **TO APPLY**

Email cover letter and resume to [hr@thecenterforthearts.org](mailto:hr@thecenterforthearts.org).