

Job Description

SUMMARY:

Fellowship for Performing Arts, a mid-sized, New York-based not-for-profit theatrical production and touring company, is seeking a full-time Database Assistant to be responsible for the day-to-day database needs. The Database Assistant will provide support to the Database Director as well as the philanthropy, theatre and office operation teams. They will be a part of the growing support team in FPA's newly remodeled offices on the top floor of the Film Center Building on 9th Avenue just west of Times Square. The position reports to the Database Director.

SUMMARY OF RESPONSIBILITIES:

- List pulls, data import and report creation.
- Daily data input and reporting will be required for donation entry.
- Daily updating the tickets sales wrap report in Excel and distributing to the team.

QUALIFICATIONS

- Diligent, focused, detail-oriented professional.
- 1-2 years experience working with a Salesforce database and Microsoft Excel.
- Self-starter who must be able to handle multiple & varying responsibilities in a day, provide accurate data reports, and communicate clearly and professionally.
- Organized, flexible, team player who enjoys working in a dynamic, fast-paced company.
- Must have strong problem-solving and analytical thinking skills
- Experience in working for a nonprofit or theatre company is a plus.

RESPONSIBILITIES

Philanthropy Operations

- Input daily donations, event donations and track pledge data.
- Provide lists and reports for all philanthropy events, special mailings and communications.
- Provide lists for tour stop philanthropy assessments.
- Input philanthropy data for reporting and pull regular reports.

Theatre Operations

- Update daily & weekly wrap report with ticket sales data and send to team.
- Provide lists for theatre marketing mailings.
- Provide lists/data for pre- and post-show booking assessments.
- Upload patron lists and signup sheet data.
- Input theatre data for reporting and pull regular reports.

General Database Operations

- Maintain all data in the database and ensure it is clean, accurate and current.
- Add/update contacts as needed.
- Run duplicate check biweekly.
- Build out DB for each tour stop (group sales, philanthropy and ticket sales tracking).
- Create lists and provide data for philanthropy, theatre and general operations as needed.
- Assist Database Director as needed.