

ANTAEUS

Theatre Company

Development Associate

BACKGROUND

Antaeus Theatre Company is an actor-driven theater company that explores and produces timely and timeless works, grounded in our passion for the Classics. We illuminate diverse human experiences through performance, training and outreach. We believe in the transformative power of live theater.

Antaeus is located at the Kiki & David Gindler Performing Arts Center in Downtown Glendale, CA. The center includes an 80-seat theater, a reconfigurable 36-seat black box space, and a theater library. Antaeus is currently in the final year of implementing a three-year strategic plan to build out its infrastructure and create long-term financial sustainability. With an annual operating budget of \$1.3 million, Antaeus is a leading intimate theater in Los Angeles. The current staff works a hybrid schedule with some office days required.

POSITION SUMMARY

Antaeus currently seeks a full-time **Development Associate** to join our team. Reporting to the Director of Development, the Development Associate will support all fundraising efforts at Antaeus. The successful candidate will have a passion for theater, be highly motivated, extremely organized, and have exceptional interpersonal and communication skills. The selected candidate will support the administration and operations in all development areas including: annual fund, major gifts, special events, and institutional giving.

PRIMARY RESPONSIBILITIES:

- Performs all gift entry in the database, ensuring that all gifts, pledges, donor information and benefits are accurate.
- Administration of solicitation and acknowledgement letters, emails, and campaigns.
- Maintenance of the development calendar.
- Generation of fundraising reports, and tracking against budget goals.
- Coordination and record-keeping for Development Committee meetings.
- Oversight of grant calendar, ensuring timely submission of grants, reports, acknowledgements, and communications with foundations.
- Coordination of grant attachment and analysis of program data for grant purposes.
- Tracking and administration of funding requirements.
- Performs foundation and donor research.
- Administration of donor benefits program.
- Assistance with donor relations (by email, phone, and in-person).

- Assistance with planning and management of donor events and fundraisers, including coordination with caterers and vendors.

SECONDARY RESPONSIBILITIES:

- Drafting, proofreading and editing materials as needed.
- Answering phones and assisting with ticketing requests.
- Exhibiting appropriate etiquette and timeliness in all matters.
- Demonstrating good work habits including punctuality, adherence to workplace policies, preparedness for meetings and events, responsiveness to all donor, audience, Board and supervisor requests.

Qualifications:

- Professional writing skills with keen attention to detail
- Excellent computer skills, including knowledge of Microsoft Office suite with proficiency in Excel and Word
- Experience with CRM, database or box office systems, and/or an aptitude for learning new software and systems quickly
- Exceptional organizational skills; ability to track and manage complex schedules and priorities, including long-term projects, time-sensitive objectives, and daily tasks
- Strong interpersonal skills, with a polished public-facing demeanor
- Appreciates and is enthusiastic about theater and the important role that cultural organizations play in the life of a vibrant community. Must be able to balance the many challenges inherent in working in a growing, fast-paced intimate theater environment.
- An attitude that is friendly, responsive, and highly-responsible. Comfortable taking initiative and accepting direction
- Previous experience with fundraising and/or theater administration would be beneficial but is not required
- Must have a valid driver's license and reliable vehicle

This is a full-time, non-exempt position. Starting pay for this position will be \$18-22/hr, commensurate with experience. Benefits include: medical insurance, paid vacation, holidays, and sick leave. All employees at Antaeus Theatre Company undertake other duties as needed and all positions require flexible work hours, including evening and weekends.

One of Antaeus's [guiding values](#) is Inclusivity: We are committed to creating a welcoming environment and deeper inclusion within our company. Antaeus strives for diversity through Company membership, Board membership, staff, inclusive casting, choice of artistic material, and through our community engagement. We are a space where all voices are heard. To support our hiring goal of identifying a highly qualified and diverse pool of candidates, we strongly encourage applicants from communities that are underrepresented in the American Theatre to apply.

For more information about Antaeus's mission, programs, and activities, please visit our website at www.antaeus.org.

To apply, please send your cover letter with demonstrable accomplishments and resume to anarose@antaeus.org with the subject "Development Associate". Applications will be reviewed on a rolling basis until the position is filled.