

## **Program Associate**

### **JOB DESCRIPTION:**

Fractured Atlas is seeking a new Program Associate. This position will provide administrative support for all of our core programs and services and for the organization overall. This is an entry-level position with opportunities for growth within the organization as they arise.

Prospective applicants are strongly encouraged to review our website at [www.fracturedatlas.org](http://www.fracturedatlas.org) prior to submitting materials for consideration. We have over 7000 artists nationally in our membership who come to us daily for guidance, assistance and support.

The successful candidate will be interested in arts administration as a career rather than just a “day job”. In addition, we seek someone who is committed to helping artists function more effectively as small businesses. The majority of our staff are artists who have chosen to serve our community at large by working here.

### **Specific responsibilities include:**

- General office duties support: front-line office reception/phones and customer service, fax, archive data, proofreading, order office supplies, answer general programmatic inquiries via phone & email, process outgoing & incoming mail, handle delivery/messenger services
- Membership support: process dues payments, assist with membership changes and terminations, maintain member database, organize and maintain member files
- Fiscal sponsorship program support: educate members about fundraising in the arts, process donations and fund release checks, review solicitation materials, process member Materials for the Arts and Costume Collection applications
- Health Insurance program support: educate members about healthcare in general and our plans specifically, process payments, assist members with applications, renewals, terminations, and claims; work with healthcare providers to process applications, terminations, renewals, claims
- Liability program support: educate members about liability insurance in general and our plans specifically, assist members with liability insurance applications and obtaining quotes, policies and certificates, process payments, renewals and terminations
- Professional Development program support: assist members with development grant applications, online courses and international artist visas

- Assist with outreach events in the NYC area for programs and advocacy efforts and carry out special projects as they come up

- Assist Program Directors with program development, expansion and technical enhancements

**REQUIRED QUALIFICATIONS:**

B.A. or B.F.A. required. First-hand experience working in any artistic discipline is strongly preferred. You must be comfortable working in a fast-paced environment and able to adapt to frequent, rapid changes. The successful candidate will demonstrate the following attributes: self-motivated, creative problem solving skills, excellent verbal and written communication skills, an ability to give exceptional customer service when presented with challenging situations, a strong attention to detail, well organized and the ability to manage responsibilities independently while working with a small, tight-knit staff.

Proficiency with Word, Excel, and experience with web-based software required – knowledge of Quickbooks is a plus. Previous experience with sophisticated information technology systems and arts administration is a plus. The position does not require any out of town travel and does not include any telecommuting possibilities.

**SALARY AND BENEFITS:**

Starting salary is \$32,750 with opportunities for advancement, health insurance, 401K plan, Transitcheq, tuition reimbursement, vacation, sick and personal days, and a casual, friendly and supportive office environment. Fractured Atlas is an equal opportunity employer.

**TO APPLY:**

Information about Fractured Atlas can be found at [www.fracturedatlas.org](http://www.fracturedatlas.org).

Please email the following documents to Ms. Arwen Lowbridge, Managing Director at [arwen.lowbridge@fracturedatlas.org](mailto:arwen.lowbridge@fracturedatlas.org) to be considered.

1. A cover letter including the following information: your interest in the position and the organization, the date you are available to start and two professional references that can be contacted via email.

2. A resume no longer than 2 pages outlining your educational and professional experience.

Incomplete submissions will not be considered and the cover letter is required. Submissions sent via postal mail or fax will NOT be considered.