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ASP Administrative Personnel Offerings

Development

- Grant writing – Editing proposal drafts, assisting with budget creation, creating proposal templates to use for future applications
- Grant research – Creating a grant calendar, researching funding opportunities using resources like Foundation Directory
- Assisting with fundraising activity coordination – Researching venues or virtual fundraising campaign options, tracking donations, contacting vendors, organizing guest list, updating website

Marketing

- Social media – Creating a social media calendar using programs like Google Sheets, Planoly, or Hootsuite, content creation and management
- Websites – Creating or maintaining using platforms like Weebly, Squarespace, and Wordpress
- Graphics – Assisting with the design of images for social media or print materials such as postcards, flyers, and merchandise

General Ops

- Reorganizing of cloud-based filing systems such as Google Drive or Dropbox
- Researching and implementing alternative operational systems to increase efficiency and encourage more functional infrastructure
- Email correspondence on behalf of the artist for short-term projects
- Booking rehearsal studio – Coordinating artist schedules, confirming studio and keeping track of payments
- Assisting with hiring and onboarding an arts administrator – Developing a job description, posting to various job boards, scheduling interviews with supervisor with qualified candidates
- Bookkeeping – Creating and implementing a bookkeeping system, (if artist needs more than 1 hour of bookkeeping per week, they will be directed to bookkeeping services in Pentacle's fiscal department)

Please contact program director Quincie Hydock at adminsupport@pentacle.org if you'd like to discuss the possibility of fulfilling an administrative need that is not listed above.

