

ASP Administrative Personnel Offerings

Below is a list of the most common tasks that are completed through ASP's Administrative Personnel service. This service best serves artists who need assistance with 2-3 administrative projects that have a specific start and end date, rather than those who need ongoing administrative assistance.

Development

- Grant application support – Assisting a grant writer with additional proposal edits, budget drafting, creating proposal templates to use for future applications, and portal management
- Grant research – Creating a grant calendar, researching funding opportunities using resources like Candid
- 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
- Graphics – Assisting with the design of images for social media or print materials such as postcards, flyers, and merchandise
- Websites – Creating or maintaining websites using platforms like Weebly, Squarespace, and Wordpress

General Ops

- Reorganizing of cloud-based filing systems such as Google Drive or Dropbox
- Assisting with hiring and onboarding an arts administrator – Developing a job description, posting to various job boards, scheduling interviews with supervisor with qualified candidates

Please contact Pentacle's ASP at adminsupport@pentacle.org if you'd like to discuss the possibility of fulfilling an administrative need that is not listed above.

