



STRIKE ANYWHERE PERFORMANCE ENSEMBLE

Established in 1997, the Strike Anywhere Performance Ensemble is an interdisciplinary collective of world-class improvising jazz musicians, dancers, and actors in NYC. The Ensemble works at the crossroads of activism, arts, and social justice, creating provocative performances and innovative education programs that promote empathy, creativity, and civic discourse. SA's community and educational programs employ an egalitarian and inclusive methodology; participants are put into the role of a devising artist and are offered an array of ways to contribute to collective explorations and the creation of work. We define ensemble as a group committed to collaborating consistently over years to develop a distinctive body of work and practices.

Strike Anywhere is the preeminent performance group in the United States practicing Soundpainting. Soundpainting is the universal sign language for live composition with improvising actors, musicians, dancers, and visual artists. The technique allows disparate groups to come together through guided improvisation. Strike Anywhere's vision aligns with its core mission: to create a kind, just and compassionate society. Strike Anywhere has performed and taught in over 200 venues in 16 states and 8 countries using theater, improvisation and, Soundpainting to amplify underheard voices, connect communities, and promote joy. For more information on our programs, visit: www.strikeanywhere.info

EXECUTIVE ASSISTANT POSITION OVERVIEW

Strike Anywhere is seeking a part-time Executive Assistant to support the Ensemble's operations. This team member will bring organizational skills to help steward the Ensemble's mission.

Working closely with the Producing Artistic Director, the board, the Director of Education and Partnerships, and members of the ensemble, the Executive Assistant will work to deepen SA's organizational capacity to attract resources and funding, continue to make its work more visible to the broader community, and ensure its ongoing relevance and sustainability.

Successful candidates will have at least 4+ years of office management experience, with specific preference given for theatre experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **PLANNING AND COMMUNICATION** – Communicate with internal and external stakeholders to ensure smooth and efficient operations for Strike Anywhere. Tasks include:
 - Schedule and coordinate rehearsals, meetings, and events.
 - Prepare weekly staff meeting materials & keep track of short- and long-term goals.
 - Communicate internal company announcements
 - Communicate with audiences and donors (Newsletter).
 - Contribute to social media, as needed.
- **DEVELOPMENT** - Collaborate with the Producing Artistic Director (AD) and Director of Education and Partnerships (DE) to maintain relationships with diverse stakeholders including government, corporations, and donors.
 - Assist with grant proposals, reports, and appeals.

- Assist with fundraising events.
- **CONTRACTS AND BOOKING** Manage logistical and contract elements of program booking and residencies, including payment, and communication with venues in concert with the AD and DE.
 - Assist with booking & presenter communication.
 - Draft invoices and contracts, follow up with clients, and track and secure payments.

THE IDEAL CANDIDATE WILL BE:

- Passionate about the arts and their ability to affect positive social change.
- Organized with demonstrated administrative experience.
- Collaborative, creative, and highly dependable.
- An outstanding communicator.
- Able to work independently and manage and prioritize multiple tasks.
- Effective at maintaining relationships with diverse stakeholders.

QUALIFICATIONS

- At least 4+ years of arts administration experience, with specific preference given for non-profit theatre experience.
- Strong communication skills are a must, as is a love of the performing arts.
- Proficiency in Microsoft Suite; SharePoint, Airtable, Constant Contact, Google Suite, and Dropbox. Familiarity with social media, Canva / graphic design, and film editing are a plus.
- A sense of humor is highly desirable.

SCHEDULE: This is a part-time, hourly position; with a flexible schedule. Some occasional weekend or evening hours.

LOCATION: This is a NYC-based company. Remote candidates will be considered. Occasional travel may be required for conferences, meetings, or events.

COMPENSATION: The Executive Assistant reports to the Artistic Director. Compensation is \$20/hour. Approximately 10-15 hours a week. Sick leave is accrued and paid at the NYS required rates.

TO APPLY: Please submit a cover letter that describes your interest and qualifications for the position (no longer than 2 pages). Send a current resumé, a writing sample, and the names of three professional references.

Electronic submissions are preferred (MS Word or Adobe Acrobat attachments only, please). Please write: *Strike A Match* in the subject line. Email Leese Walker: strikeanywherejobs@gmail.com

We will consider applications via a rolling review process beginning November 17 until the position is filled.

Strike Anywhere is committed to fostering equity and diversity in all areas of the organization including our staff and Board. To support our hiring goal of identifying a highly qualified pool of candidates that fully reflects the communities we serve, we strongly encourage candidates who identify as people of

color, LGBTQIA+, women, non-binary or gender non-conforming, or members of other under-represented populations to apply.

Strike Anywhere is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, (dis)ability, veteran's status, sexual orientation, or gender identity/expression.