Job Description

Pride Youth Theater Alliance (PYTA) Administrator

Pride Youth Theater Alliance Description:
PYTA is a growing network that advances the practice of Queer Youth Theater by providing emerging and established leaders in the field with resources and opportunities to exchange, collaborate, and learn. PYTA began as a cohort of directors, educators, and activists representing Queer Youth Theater (QYT) programs from across the U.S. and Canada. The alliance was officially founded in 2012 to collectively raise awareness and place institutional unity behind the work of individual QYT programs, the field at large, and the needs of communities where QYT groups exist. PYTA is funded in part by the Mukti Fund, a funder dedicated to supporting queer youth theater organizations and programs. The current host site and fiscal sponsor of PYTA is The Theater Offensive in Boston, MA, a member organization of the alliance.

The Theater Offensive Description:
The Theater Offensive’s mission is to present the diversity of lesbian, gay, bisexual, transgender, and queer lives in art so bold it breaks through personal isolation, challenges the status quo and builds thriving communities. The Theater Offensive seeks an experienced arts administrator for a part-time temporary contract to assist with a variety of general administrative duties and program elements for the Pride Youth Theater Alliance (PYTA).

PYTA Administrator Position Description:
The PYTA Administrator, supervised by the PYTA Manager, will provide administrative support for the Pride Youth Theater Alliance. This position will be a combination of maintaining ongoing PYTA work and helping to cultivate new efforts regarding communications, partner relationships, research and programming. Duties include, but are not limited to:

- Center intersectional racial justice in ongoing PYTA conversations around theater, activism and youth leadership
- Assist with general administrative duties including answering phones, processing mail, routing information, calendar management, maintaining records, files, databases, reports and evaluations, and other day-to-day tasks
- Support relationship building with and between current and prospective members of PYTA
- Support the Conference Coordinator and PYTA Manager in organizing the PYTA annual conference
- Process financial documents for PYTA, including contracts, check requests, debits and payments
- Assist with the collection, data entry and analysis of all evaluation data
- Assist in developing a database to organize information, demographics and evaluation data for all programs
- Contribute materials relevant to grant proposals, funders, and contract management
- Develop and maintain content for PYTA communication platforms (newsletter, website, social media, press) including calendar listings, resources, announcements, discussion boards, member information and program details
- Support the development of PYTA programs including the annual conference and mentorship opportunities
- Organize a team of LGBTQ youth constituents to advise on the annual conference

**Qualifications:**
- Education/Training: BA in relevant area or comparable experience preferred
- Experience working among People of Color and with LGBTQ populations
- Strong record keeping and file management abilities
- Strong writing, proofreading skills, and office management skills
- Knowledge of self and own experience with privilege and oppression
- Experience with both Mac and PC, Google Calendar, and Doodle Polls
- Demonstrated ability to work effectively with staff, artists, youth, and collaborating organizations
- Ability to take initiative, work independently, and prioritize and manage multiple tasks in a timely and accurate manner
- Willingness to follow up and reach out to relevant contacts
- Willingness to work occasional evening/weekends
- Familiarity with local, regional and national arts and LGBTQ-specific organizations

**How to Apply:**
Interested candidates are invited to submit their resume and a cover letter (Microsoft Word or PDF Format) via email to apply@thetheateroffensive.org with the subject line “PYTA Administrator”. Please DO NOT call or drop in.
Members of the LGBTQ community and People of Color are highly encouraged to apply.

**Apply by:** Sunday, November 5th, 2017
**Hours:** 15 hours per week
**Start Date:** Monday, December 4th, 2017
**Contract Term:** Part-time contractual
**Salary:** $15/hr