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# THE SHED

## **Job Description: Membership Assistant**

### **About The Shed**

Opening April 5, 2019, where the High Line meets Hudson Yards on Manhattan's west side, The Shed commissions original works of art, across all disciplines, for all audiences. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed will bring together leading and emerging artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, is a 21st-century space of and for New York City.

### **About the Position**

The Shed seeks a Membership Assistant to provide a high level of administrative support to the Individual Giving team as they build individual donor and membership programs to establish a renewable base of support for annual operations. The Membership Assistant will report to the Associate Director of Individual Giving and will join a growing Development team.

The ideal candidate has an interest in arts and culture and a determination to provide the best possible experience for members of The Shed.

### **Key responsibilities include, but are not limited to**

- Work closely with the Associate Director of Individual Giving to assist with the creation of an innovative, 21st-century donor program
- Generate various donor communications including acknowledgements, renewal and acquisition appeals, member card replacement requests, etc. for internal processing, as well as in coordination with external mail houses and other related vendors
- Build digital membership email appeals and communications in Wordfly
- Work closely with the Editorial and Design teams, ensuring the creation and approval of all communication pieces remain on schedule
- Work with the Development Operations team to accurately record membership gifts within Tessitura
- Generate and compile regular reports on the progress of campaigns
- Collaborate with the Special Events team to execute engaging cultivation and member events
- Attend special events including, but not limited to, cultivation events, member evenings, and behind the scenes events with The Shed's creative team
- Conduct donor and prospect research for the Individual Giving team
- Assist with administrative duties for all aspects of The Shed's membership and individual giving programs
- Other duties as required

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### **Qualifications and Qualities**

- Two or more years of relevant experience providing administrative support
- Strong interpersonal skills, including the ability to communicate professionally, effectively, and discreetly with volunteers, colleagues, and donors
- Meticulous attention to detail
- Ability to multi-task, work well under pressure and in a fast-paced environment
- Excellent oral and written communication skills
- Superior organizational skills
- Ability to work collaboratively as part of a highly motivated, energetic team in a growing organization
- Adaptability and desire to join a start-up environment
- Ability to work occasional early mornings, evenings, or weekends as needed
- Microsoft Word and Excel; Tessitura and/or Wordfly a plus

### **Compensation**

Compensation will be commensurate with experience. Please provide salary requirements with your application.

### **Application Process**

Interested candidates should submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to [hr@theshed.org](mailto:hr@theshed.org) with "Membership Assistant" in the subject line. Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.