



Shakespeare in Delaware Park

Springboard Fellowship Position: Administrative Associate

This position will serve the organization in three primary focus areas: Development, Artistic Programming, and Education. The Administrative Associate will report to and assist the Business Development Manager with donor appeals, fundraising events, and donor stewardship. They will also help the office staff and artistic team coordinate SDP's annual auditions and artistic committee meetings. The Administrative Associate will coordinate with SDP's Education Manager and Teaching Artists to assist in the planning and execution of our Fall Touring Production, which will travel to 20+ community venues (including schools, libraries, and senior centers.) SDP seeks a versatile and detail-oriented individual with a passion for arts and culture. Tasks and responsibilities may be tailored to the candidate's strengths, passions, and targeted areas of growth.