



Communications & Development Coordinator

Lyric Theatre Company is looking for a self-motivated, detail-oriented individual to be part of a dynamic team overseeing Lyric's day-to-day business operations and artistic programming. Reporting to the Executive Director, this is a hands-on role.

Administrative

- Welcome volunteers, partners, and visitors at the Lyric Creative Space and Lyric functions.
- Receive and process inquiries via phone, e-mail, and social media.
- Serve as staff liaison and administrative support to Lyric's robust committee structure.
- Maintain calendar of space usage at the Lyric Creative Space.
- Additional data-based projects and office assistance may also be assigned.

Development & Communications

- Manage databases and enter information on all donations, gifts, grants, and sponsorships.
- Produce timely acknowledgement letters and administer member benefits.
- Create donation activity reports for accounting reconciliation and donor insight.
- Manage Lyric's social media, website, email listserv, and other electronic communication.
- Coordinate annual program ad solicitation and administer sponsor benefits.
- Assist with creation of Lyric merchandise, marketing materials, and other physical assets.

Qualifications / Requirements

- Excellent written and verbal communication skills.
- Experience in non-profit and/or performing arts management preferred.
- Proficiency in Google Suite, WordPress, Canva, Constant Contact, DonorSnap, PayPal preferred.
- Knowledge of and appreciation for the value of volunteerism and the arts in the greater Burlington region.

This is a non-exempt, 25-30 hours per week, Monday through Friday position. Exact hours are flexible, and will occasionally require evening and weekend availability. To apply, please send cover letter, resume, and a writing sample to erin@lyrictheatrevt.org by Wednesday, September 20, 2023.

Lyric Theatre Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. If you need assistance or an accommodation due to a disability, please contact our Executive Director, Erin Evarts, at erin@lyrictheatrevt.org.