



# ELEVATOR REPAIR SERVICE

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## **Elevator Repair Service - Marketing and Development Associate**

Elevator Repair Service Theater (ERS) is seeking a creative, highly-organized, and collaborative Marketing and Development Associate. This position will lead marketing initiatives for the company – including preparing and sending marketing emails and managing the company’s social media accounts – as well as providing general development and administrative support to the organization. Working closely with the Development Director, this position will execute grant-writing and day-to-day development and fundraising operations. The position will also work closely with ERS’s Artistic Director John Collins, helping to manage his professional calendar, and provide logistical and administrative support to ERS. A creative thinker who is a strong writer, technologically-savvy, and enthusiastic about digital marketing and non-profit arts administration, the Marketing and Development Associate will serve as an integral member to ERS’s nimble and highly-collaborative full-time staff of five.

### **Responsibilities:**

#### Marketing

- Manage all social media accounts (Instagram, Blue Sky, Vimeo, Facebook)
- Prepare and send all marketing emails
- Act as press and marketing liaison with presenting venues
- Assist in scheduling press engagements: interviews, appearances, etc.
- Update and maintain the ERS website with new events, content etc.
- Act as lead staff member liaising between ERS staff and web design studio in the creation of a new ERS website
- Monitor online merch store

#### Development

- Lead grant writing under supervision of the Development Director, including preparing support materials and online questionnaires
- Assist in all event prep, including the annual ERS gala (includes, but not limited to logistics, coordination with venue, preparing and sending invitations, assisting in creation of invitation list, on-site logistics, attendance at event)
- Maintain grant deadline calendar
- Manage and update donor database (Bloomerang)
- Assist in donor prospecting and research
- Generate acknowledgement letters
- Schedule quarterly Board meetings
- Take and distribute minutes at quarterly Board meetings

- Arrange tickets for donors
- Communicate opening night as well as donor-specific ticket needs to venues

### Administration

- Record and distribute weekly staff meeting minutes
- Maintain office calendar
- Answer the phones, and check on general phone and email messages and pass on to appropriate staff
- Coordinate and Manage Artistic Director calendar
- Receive/distribute mail and packages
- Organize office cleaning including cleaning service and ensure the office is organized and neat (management of dishes, trash, recycling etc.)
- Keep and update inventory of office equipment/supplies as well as ERS logins/accounts
- Maintain inventory of production equipment and laptops stored at office
- Order office supplies when needed

### **Experience:**

- 1+ year of work or other commensurate experience in fundraising, marketing and/or administrative position
- Excellent, clear writing skills
- Excellent computer/technology skills, especially in GSuite, Word, Excel, and social media platforms (Instagram, Facebook etc.)
- Experience using a CRM database (Tessitura, Bloomerang, or similar software), or willingness to learn
- Familiarity with grant writing and submissions a plus but not required
- Familiarity with or interest in experimental theater, performance and/or Off-Broadway theater is a plus, but not required

### **Compensation and Benefits:**

Salary: \$52,000-55,000 commensurate with experience. This is a permanent, full-time (10:00 am - 6:00 pm), non-exempt position in New York City at ERS's office in NoHo/East Village with some schedule flexibility to support hybrid work.

Opportunities for advancement and growth in the role.

ERS has a robust benefits package including:

- Health, Dental and Vision with 10% employee contribution, plus a \$1,000 flexible health spending account to help cover co-pays and deductibles
- 3 weeks paid vacation, plus paid weeks off at Thanksgiving and New Year's
- 11 paid federal holidays
- 10 sick days and 5 personal days

- Summer Fridays: the office closes at 1:00 pm all Fridays between Memorial Day and Labor Day, dependent on production activity
- Paid Family Leave
- 403(b) plan is also available

**To apply, send a resume and cover letter describing your interest and qualifications to [hr@elevator.org](mailto:hr@elevator.org) with Marketing and Development Associate in the subject line.**

**Applications will be accepted until this role is filled, with an anticipated start date of October 1, 2026.** Initial interviews will take place by phone starting in August; finalists will be interviewed in-person at the ERS office or over video conference. Finalists will also be required to submit a short writing sample. All applicants will receive a response regarding the consideration and status of their candidacy. No phone calls, please.

ERS recognizes that people may acquire the necessary skills and experience for this position in a variety of ways and welcomes candidates from all backgrounds. BIPOC candidates and those who have not historically been represented in the theater community and/or arts administration are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

#### **About Elevator Repair Service:**

Elevator Repair Service (ERS) is a New York City-based experimental theater ensemble founded in 1991 by Artistic Director John Collins. The company's shows are created from a wide range of texts that include found transcripts of trials and debates, literature, classical dramas, and new plays. Since 1991, ERS has created an extensive body of work, including over 20 original theater pieces across dozens of productions in the United States, Europe, South America, Australia and Asia. The recipient of an Obie Award for Sustained Excellence, ERS has cultivated a large audience at home and abroad. With numerous honors and distinctions, the ensemble is one of New York's most highly-acclaimed theater groups.

The company's best-known work *Gatz* (2010), an eight-hour verbatim staging of *The Great Gatsby* set in a mysterious low-rent office, is frequently cited as a landmark work of contemporary performance. Having created critically acclaimed adaptations of *The Great Gatsby*, *The Sound and The Fury*, and *The Sun Also Rises*, the ensemble's work in 20th-century modernist literature has been a hallmark of its over 30 year career. ERS most recently added James Joyce's *Ulysses* to its list of great novels brought to life onstage.

ERS's pieces are created through extended periods of collaboration with an ongoing ensemble. The actors, designers, stage manager and director all contribute to the creative process through the development of each piece. The ERS ensemble – actors, designers and administrators – includes over fifty artists, a collaborative administrative full-time staff of five, and a 16-member Board of Directors.

ERS is currently developing its next major work over the course of the 2026-2027 season in residence at The Public Theater, with a presentation of this finished piece anticipated in 2027.