



Applications are now being accepted by Puppeteers of America for the position of:

Administrative Officer

This important leadership team member is responsible for the administrative management and operational support of Puppeteers of America (PofA). This is a flexible, part-time, annually-renewable independent contractor position with a monthly stipend offered for services.

Responsibilities include but are not limited to:

Administration

- Supports the Board of Directors as they manage official policies, procedures and guidelines for all aspects of organizational operations. This includes, but is not limited to, providing support for initiatives of the Development committee and support for the PofA Fiscal programs.
- Attends monthly board meeting to produce an administrative report and serve as a knowledge resource for the board of directors.
- Under the direction and supervision of the communication committee, coordinate and maintain G-suite drives and filing systems, wild apricot administrator access, and other administrative support systems.
- Serve as a conduit to relay information between Board Members, Appointed Officers, Regional Directors, Committee Chairs and Festival planners. Coordinates and implements Board directives between all stakeholders.
- Organizational logistics support (e.g. filing annual tax, point-of-contact for vendors, and non-profit paperwork for PofA).
- Prepare and maintain the statement of ownership for the Puppetry Journal. Coordinate the payment of publishing invoices after each issue with the Financial Officer.
- Stays in contact on regular basis and reports to the board president while meeting weekly or as needed/requested via zoom/phone.

Communications

- Serves on and supports the communications committee.
- Draft and/or edit and schedule and/or send e-mail newsletters to PofA membership on regular basis under the direction of the communications chair (currently monthly and as needed for special news/announcements).

- Manage PofA online programming by providing production and tech support, including but not limited to, online set-up, registration, hosting, and/or AV tech support.
- Provides support services to Regional and National Festival staff as appropriate.
- Supports the Puppetry Journal Ads rep in invoicing clients.
- Supports other programs as assigned

This is a flexible, part-time, annually-renewable independent contractor position starting on or around April 7, 2023. A Monthly stipend of \$900 a month will be offered for services.

Time commitment is expected to range between 15-18 hours/week. The work flow will vary throughout the year. The schedule is flexible but contractor is expected to provide a majority of services between extended business hours (defined as 7am-9pm CT).

The position is remote and open to any person authorized to work and physically residing in the United States.

The successful candidate will be an organized, motivated, communicative individual with familiarity and experience in arts non-profit management.

Knowledge of:

- Word, Excel, and other Microsoft applications.
- Google Sheets and applications
- Zoom hosting
- Newsletter CRM
- Wild Apricot (Preferred)

Our listings and organizational information can be found at www.puppeteers.org.

Please apply no later than March 24, 2023. Video Interviews will be held the following week. We hope for an early-mid April start.

Applicants should send a resume, a short video or note telling us why you are interested in working with us, and three references to president@puppeteers.org. Successful candidates will be asked to undergo a criminal background check before commencing to provide services.