**Development Assistant**

**Beck Center for the Arts** seeks a talented individual to join us in the role of Development Assistant. In this hands-on role, the Development Assistant provides support for a comprehensive development program designed to maximize contributed income to sustain the mission of the Beck Center for the Arts. The ideal candidate will be a quick learner, a self-starter, flexible and someone who works well as a part of a team as well as individually.

Reporting to the Director of Development, the Development Assistant is a vital member of a fast paced team whose responsibilities include providing primary support for internal and external Beck Center events and administrative support including gift processing and data entry and supporting Beck Center’s annual direct mail appeals. Representing Beck Center for the Arts at events and on the phone, the Development Assistant shall provide excellent customer service.

Whether you are a recent graduate or someone considering an encore career, this is an exciting opportunity for a detail oriented individual looking to gain experience as a development professional. Must have a Bachelor’s Degree, computer skills, strong written and oral communication skills, and a proven ability to work independently in an organized and results-oriented manner. Occasional evening and weekend work is required.

We offer a fun and flexible working environment with a unique arts and education mission. To apply in confidence, please send your resume and cover letter, along with your current or desired salary range, to Jason Weiner at [jweiner@beckcenter.org](mailto:jweiner@beckcenter.org). No phone calls please.

We are an equal opportunity employer.

Learn more about us at [www.beckcenter.org](http://www.beckcenter.org) - **Beck Center for the Arts** is more than a non-profit organization that combines professional theater with arts education. We create art experiences. We are committed to creating an arts experience that is as individual as the people we serve with eclectic performances to suit many tastes, education opportunities for all ages and abilities, community outreach and free exhibitions.