Theatre for Young Audiences/USA (TYA/USA)  
Membership & Communications Associate (Part-Time, 15 hours per week)

This position is based in New York City.

Applications are due August 1st, with a late August or early September start.

About Theatre for Young Audiences USA
Theatre for Young Audiences/USA (TYA/USA), is the leading national organization for the professional field of theatre for young people, their families, and their communities. Dedicated to ensuring that all young people have access to high-quality theatre experiences, the organization provides robust programming, professional development, advocacy, research, and resources to thousands of individual artists, educators, and TYA organizations across the country. Founded in 1965, TYA/USA is the United States Center for the International Association of Theatre for Children and Young People (ASSITEJ).

www.tyausa.org

TYA/USA seeks a Part-Time Membership & Communications Associate. This individual will be a crucial member of a small but growing staff team. The Membership & Communications Associate is responsible for supporting TYA/USA’s national membership base (1000+ members) including communications, customer service, outreach, and database management.

The ideal candidate is an energetic, detail-oriented, self-motivated arts administrator with an interest in theatre and a deep commitment to equity, diversity, inclusion, and antiracism.

Compensation:
$20 per hour for 15 hours per week

Responsibilities include but are not limited to:

Membership
- Serve as primary contact for membership customer service related inquiries
- Manage all membership administrative communications, including new member submissions and renewals, updating contact information, processing dues and renewal cycles
- Research potential members and lead outreach

Marketing & Communications
- Lead all marketing and communications messaging in collaboration with Programming Manager and Executive Director
- Curate biweekly TYA Connect newsletters by engaging in research and collection of field news
- Manage National TYA Job Board
- Plan and execute social media campaigns across Facebook, Instagram, Twitter, LinkedIn, etc
- Supports the management of the TYA/USA website, including the publication of content and events
- Support the TYA Today Online platform, including publishing field news and managing ad sales
- Minimal graphic design work

**Desired Skills and Experience**

Excellent customer service skills
Solution-oriented thinking and problem-solving skills
Ability to work in hybrid environment (in the NYC Times Square office 1-2 times per week and at home remotely)
Motivated and enthusiastic to help grow a national membership organization
Commitment to ongoing individual and collective learning
Proficient in Google Workspace
Graphic Design experience a plus
Experience with customer relationship management (CRM) platforms a plus
Experience in ad sales a plus
Interest in Theatre for Young Audiences a plus

**Application Instructions**

Please submit a resume and cover letter that details your relevant experience with the subject line “Membership and Communications Associate” to jobs@tyausa.org. While we ask that resumes be submitted in written form, we invite applicants to submit their cover letter via a written statement, audio or video recording – whatever form best supports your self-expression.

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TYA/USA serves the national field of Theatre for Young Audiences, and we strive to build a staff, board, and programming that reflects the diversity of the United States as well as the global society in which we live. We strongly encourage candidates from communities that have been historically underrepresented in the TYA field to apply.

All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.