



Development + Marketing Coordinator, Executive Assistant

Grow Support. Share Stories. Advance the Mission.

Department(s): Administration, Marketing/Outreach + Fundraising/Development

Reports To: Executive Artistic Director

Status: Part-Time Hourly (Average 75% Time)

Position Overview

The Development + Marketing Coordinator, Executive Assistant serves as a key driver of organizational sustainability by supporting fundraising, marketing, communications, executive operations, and community relations.

This highly collaborative role helps tell The Premiere Playhouse's story while building the relationships and resources that make artistic programming possible. The position offers a unique blend of nonprofit development, marketing, communications, executive administration, event planning, grantwriting, and donor stewardship.

You'll Love This Position If You...

- ★ Enjoy building relationships.
- ★ Love telling compelling stories.
- ★ Find satisfaction in creating organized systems.
- ★ Are energized by fundraising and community engagement.
- ★ Like balancing creativity with administration.
- ★ Want to grow as a nonprofit arts professional.

Primary Areas of Focus

- ★ Annual Fund + Campaign Support
- ★ Donor Outreach + Stewardship
- ★ Marketing + Communications Execution
- ★ Social Media/Digital Content Creation + Coordination
- ★ Advertising/Sponsorship Cultivation + Fulfillment
- ★ Executive Calendar/Communications Support
- ★ Administrative Reception Coverage
- ★ Special Event Planning + Coordination
- ★ Board Relations + Documentation Support

We're Looking For Someone Who Is...

- ★ Exceptionally organized
- ★ Detail-oriented
- ★ An excellent writer
- ★ Creative and strategic
- ★ Professional and personable



- ★ Comfortable managing multiple priorities
- ★ Passionate about nonprofit arts organizations

What You'll Gain

- ★ Experience in nonprofit fundraising
- ★ Executive leadership mentorship
- ★ Marketing and communications leadership
- ★ Event planning experience
- ★ Board relations experience
- ★ Portfolio-building opportunities across multiple disciplines

Why Development + Marketing?

Every production begins with community support. As Development + Marketing Coordinator, you'll help connect audiences, donors, volunteers, sponsors, and community partners to the stories we tell on stage. Your work will directly support artistic excellence, educational opportunity and community impact.

Why Work at The Premiere Playhouse?

We Believe...

- ★ Theatre is for everyone.
- ★ Creativity builds stronger communities.
- ★ Learning happens at every age.
- ★ Collaboration creates better art.
- ★ Diversity of voices strengthens our organization.
- ★ Professionalism and kindness can coexist.
- ★ Great theatre begins with great people.

What We Offer

- ★ Meaningful, mission-driven work
- ★ Collaborative and supportive culture
- ★ Opportunities for professional growth
- ★ Creative leadership experiences
- ★ Flexible, people-centered environment
- ★ Direct impact on the cultural vitality of Sioux Falls
- ★ The opportunity to help shape the future of one of the region's fastest-evolving community theatres

Together, we'll grow audiences, strengthen partnerships + sustain the future of live theatre.