



**Bricolage Production Company**  
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[BricolagePGH.org](http://BricolagePGH.org)

## **About Bricolage Production Company**

At Bricolage, our mission is to immerse artists and audiences in adventurous theatrical experiences that foster connections and alter perceptions. We envision theater not as a passive experience, but as a vehicle for heightened involvement for artist and audience alike. Our approach encourages artists to take the creative risks necessary to create full-blooded, high-quality theatrical experiences that challenge audiences to engage in new ways, react, and express openly their opinions about our work – to have a stake in the creative discussion.

Over the past 15 years, Bricolage has been a prolific participant in the downtown Pittsburgh cultural scene, providing audiences with a broad spectrum of original works, adaptations, collaborations, and interactive experiences. In 2012, our first immersive, site-specific work, 'STRATA,' was named best production of 2012 by both the Pittsburgh Post-Gazette and the Tribune Review. STRATA was also prominently featured in the July/August 2013 issue of American Theatre Magazine in an article about the emerging practice of immersive theatre. Since then, Bricolage has specialized in immersive experiences and we've been strategically focused on increasing the number of immersive programs we present each year while growing our total audience reached.

## **About the Development Manager Position**

Much of Bricolage's growth has come in the past four years. In that time, we moved from three to eight full-time salaried employees, launched a variety of new operational and programmatic initiatives, and significantly increased our programmatic, financial, and operational complexity. As part of a new strategic capitalization plan, we are focused on increasing the number and frequency of our immersive programs and growing the earned and contributed income that help make these programs a success and part of our long-term sustainability. Over the past three years, we have mindfully carved out a development role, moved from one annual appeal to two, launched a unique annual benefits program, and made meaningful strides in board development. We now look to our development manager to ensure that as our audience grows, so does the culture of philanthropy within it, and that the level of personal attention and close, familial relationship Bricolage has formed with our donors and funders continues to flourish. The position carries out all functions of the development department (foundation, corporate, government, individual giving, special events) at our small, dynamic arts organization. We're looking for someone who can keep a steady eye on the details of the day-to-day while pitching creative and unique strategies to build on what we already have. Our next development manager will inherit one of the best community of supporters in town – a generous local funding community, a board of directors that is so much more than a gathering of suits, and a list of patron-donors who are enthusiastic and genuine; we simply ask that you help us take excellent care of them.

**Requirements:** Candidate must have previous experience in development, particularly with individual giving, direct mail and online appeals, and grantwriting. The ideal candidate will be a self-starter who has excellent written and verbal communication skills, experience working with databases, and is comfortable with Microsoft Office and Mac programs. Must be a people person who enjoys getting to know new people and interacting with a variety of patrons including audience members, funders, and board members. Demonstrated ability to provide basic project planning and evaluation highly desirable. Prior experience with Patron Manager or other giving software a plus. Position requires the ability to prioritize tasks, work independently, and pay a high degree of attention to detail. Candidate must be able to work with a dog in the office and be comfortable working in a relaxed, non-traditional atmosphere. Ideally, candidate will be a creative problem solver, and have a passion for working in theater organizations.

### **Responsibilities:**

Grants and Corporate Sponsorship

- Conduct ongoing research for grant and sponsorship opportunities
- Maintain grants calendar
- Draft grant applications and reports

#### Individual Giving

- Mine database for donor giving histories, as well as trend analyses
- Manage all aspects of spring and fall appeals
- Manage annual Partners in Adventure benefits
- Coordinate logistics and carry out task lists associated with donor cultivation events
- Draft and oversee all individual giving acknowledgements
- Create invitation lists for a variety of donor events
- Ensure fulfillment of all sponsor and donor benefits

#### Recordkeeping and Database Maintenance

- Maintain PatronManager database, including:
  - Quarterly hygiene updates
  - CDP integration
  - Relationship tracking
  - Contact logs with donors and prospects

#### Board Relations

- Assist in scheduling meetings and preparing board materials
- Ensure that all board contributions are accurately tracked, gather data and provide mid-year and end-of-year board engagement reports
- Provide thank you call lists to the board of directors at regular meetings
- Sit on Events Committee

#### Annual Fundraiser

- Coordinate with Bricolage Staff and Board to:
  - Maintain project timeline and deliverables
  - Solicit corporate sponsorships and in-kind donations for silent auction and food and beverage items at event
  - Ensure all donations are tracked with the necessary documentation and carry out all post-event acknowledgements
- Oversee silent auction and coordinate food and beverage logistics for events
- Work with Bricolage Staff and Board on all event logistics, including:
  - Volunteer management
  - Tracking attendee list
  - Generating financial summaries
  - Sending invitations

This is a full-time salaried position. \$37,500 annually with health benefits, generous vacation time, and a company-issued MacBook Pro. Typical office hours are 10am-6pm weekdays. The office maintains a flex schedule to accommodate for night and weekend hours that are sometimes worked during heavy pre-production and performance weeks. All qualified applicants will receive equal employment opportunity regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Bricolage will provide reasonable accommodations for qualified individuals with disabilities.

**To Apply:** Please send cover letter, resume, and at least one development-related writing sample as PDF attachments via email to Jackie Baker, Managing Director, at [hire@webbricolage.org](mailto:hire@webbricolage.org). Materials will be accepted through July 15<sup>th</sup> with goal of a late August start date.