



**DALLAS
THEATER
CENTER**

2400 Flora Street
Dallas, Texas 75201

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JOB TITLE: Data Entry Specialist
DEPARTMENT: Development
REPORTS TO: Director of Development
PREPARED DATE: November 15, 2024
CLASSIFICATION: FLSA: Salary, Non-Exempt
SALARY RANGE: \$37,500 to \$41,500

MISSION STATEMENT

Dallas Theater Center invests in our community by producing plays with resident artists that reflect and illuminate our diverse experiences, spark collaboration and dialogue, and invite engagement in everything we do.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for equity, diversity and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

POSITION SUMMARY

The Data Entry Specialist will be responsible for the timely processing all individual gift renewal letters, gift entry, gift acknowledgements, and general data integrity within the Tessitura database and other databases as needed. Additionally, the Data Entry Specialist will provide customer service to internal and external donors, as related to ticketing needs, gift processing, and data integrity.

This is a full-time, exempt position, which is not eligible for overtime. This position includes a full benefits package: medical, dental and vision insurance, DTC-paid life insurance, voluntary life insurance and 403b programs. Additionally, this position works Monday through Friday in office at The Wily Theater.

KEY RELATIONSHIPS

- Advancement
- Finance
- Donor Relations

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Daily processing of gifts consisting of but not limited to cash, credit cards, stocks, and wires, timely and accurately using CRM and other systems as needed.
- Produce gift substantiation documentation, including acknowledgement letters and/or receipts, tribute (In Memory Of/In Honor Of) letters on Tuesday and Thursday of each week.
- Process corporate matching gifts from external portals.
- Process the entry and maintenance of donor pledges.
- Create daily, weekly, monthly reporting as needed from Tessitura.
- Create and maintain constituent records including but not limited to address changes, employment status, life status changes, etc.
- Maintain data integrity within databases and systems, conducting data clean-up as need and directed.
- Act as department liaison to Finance, handling all required CRM gift and record management needs while maintaining data hygiene and integrity.
- Collaborate with team members to ensure the timely and accurate completion of routine work such as constituent record updates, gift entry, and gift acknowledgments.
- Field inquiries from all donors about tickets, renewals, gifts, acknowledgements, and other gift documentation.
- Oversee the creation and distribution of invitations to Sneak Peaks, Opening Nights, and all other donor engagement or cultivation events and monitor RSVP's in collaboration with department Administrative Assistant.
- Must be available on some nights and weekends, as needed.
- Other duties as needed or assigned.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

SKILLS AND KNOWLEDGE REQUIREMENTS

- Highly detail oriented with strong organizational and prioritization skills.
- Ability to work effectively in a collaborative environment as well as independently.
- Self-motivated and able to meet objectives with little to no direct supervision.
- Ability to use discretion when handling sensitive and/or confidential information.
- Strong written and verbal communication skills.
- Self-directed and results oriented.
- Ability to use critical thinking to drive solutions.
- Solid quantitative, problem-solving, and analytical skills.
- Effective time management.
- Proactive planning and scheduling.
- Ability to handle multiple duties and review all work for accuracy and consistency.
- Excellent communication and writing skills.
- Professional demeanor.
- Demonstrated commitment to equity, diversity, and inclusion.
- An appreciator of theater and an advocate for its value for the community.

EDUCATION AND EXPERIENCE REQUIRED

- High School Diploma or equivalent
- One (1) year, two (2) years or more preferred, of data entry experience within relational databases.
- One (1) year, two (2) years or more preferred, of related experience supporting work in a nonprofit environment.
- Experience working with accounting, financial processing and accounts receivables.
- Proficiency with Microsoft Office suite and GDrive is a must.
- Familiarity with IRS gift substantiation requirements, nonprofit gift recording, data entry best practices, and nonprofit accounting principles are a plus

- Experience maintaining data integrity within a CRM software, such as Tessitura (or other CRM/database) strongly preferred.
- Experience in theater, the arts, or non-profit organizations strongly preferred.

PHYSICAL REQUIREMENTS

- Ability to be physically present virtually (on Zoom or otherwise), as needed or requested, to perform essential duties.
- Ability to work “off-business hours” and some nights and weekends as needed and requested.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized because of such a request.

HOW TO APPLY

Please submit resume and cover letter via email to careers@dallastheatercenter.org with **Data Entry Specialist** in the subject line.

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. DTC produces a six-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; education programs, including the Award-winning Project Discovery and a significant partnership with Southern Methodist University’s Meadows School of the Arts; and many community collaboration efforts with local organizations. In 2017, DTC’s Department of Public Works launched a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual pageant featuring over 200 Dallas citizens performing professional production. Throughout its history, DTC has produced many new works, including recent premieres of *penny candy* by Jonathan Norton, *The Supreme Leader* by Don X. Nguyen; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors’ Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

ABOUT THE DALLAS COMMUNITY

Dallas is a richly diverse modern metropolis in north Texas and is a commercial and cultural hub of the region. Over the years it has become a melting pot of cultures, religions and lifestyles. This important convergence of uniqueness and differences is reflected throughout the sights and sounds of the city. Dallas’ authentic arts, music, food, places of worship, historic landmarks and urban lifestyle all contribute to the city’s makeup. Located in the northeast corner of downtown Dallas, the Dallas Arts District is the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks. This iconic neighborhood has more buildings designed by Pritzker award-winning architects than any location in the world. Dallas Arts District unifies culture and commerce with integrated and exemplary artistic, residential, cultural, educational, recreational, religious and commercial life Downtown’s Sixth Floor Museum at Dealey Plaza commemorates the site of President John F. Kennedy’s assassination in 1963. In the Arts District, the Dallas Museum of Art and the Crow Collection of Asian Art cover thousands of years of art. The sleek Nasher Sculpture Center showcases contemporary sculpture. The Perot

Museum of Nature and Science sparks the imagination through a world of scientific wonders. Performing arts venues based in the Arts District include the AT&T Performing Arts Center, Moody Performance Hall, Meyerson Symphony Center, Winspear Opera House, Montgomery Arts Theater, and the Wylie Theater. These beautiful venues feature the work of such notable Dallas-based performing companies as the Dallas Opera, Dallas Symphony, Titas/Dance Unbound, Dallas Black Dance Theatre and the Dallas Theater Center as well as touring productions from across the nation. Dallas is home to six professional sports teams including the Dallas Cowboys, Dallas Mavericks, Dallas Stars, Dallas Wings and FC Dallas. It is also host to several major sporting events like the Mexico National Team, college football games, e-sports competitions and more. In addition, the State Fair of Texas which takes place for over three weeks each fall at Fair Park in Dallas is the longest running fair in the nation as well as one of the largest.

EQUITY, DIVERSITY, AND INCLUSION FULL STATEMENT

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- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.