

BALLET RI

POSITION TITLE: Executive Administrative Assistant

REPORTS TO: Director

PART Time: Approximately 20 hours per week, \$25/per hour

Qualifications

- Bachelor's Degree or equivalent experience
- 3+ years of experience, with a proven track record of strong organizational skills, constituent relations experience, and superior professionalism and judgment
- Excellent writing and verbal communication skills
- Precision, attention to detail, and strong sense of ownership
- Flexibility; ability to thrive in a fast-paced environment with multiple priorities
- Ability to represent Ballet Rhode Island and the Director with warmth and professionalism to multiple constituencies, including staff, donors, and Board members
- Experience handling confidential or sensitive information with discretion
- Proficiency with Microsoft Outlook and Word; facility with Excel and PowerPoint; willingness to learn basic functions in Ovation database
- Interest in learning the performing arts/entertainment business
- Positive attitude, sense of humor, and proactive willingness to add value
- Creatively and proactively problem solving and innate organizational skills the ideal candidate may grow this role by adding value beyond the listed functions

Responsibilities

Provide high-level administrative support to the Director including:

- Fulfill essential functions for the success of the Director, her internal and external relationships, and Ballet Rhode Island as a whole
- Manage Director's calendar, reservations, and internal communications including the management of a development portfolio including scheduling visits, invitations to stewardship events, etc.
- Critically review and draft important documents and messages for distribution
- Help with company scheduling and production scheduling and deadlines
- Help with onboarding new employees and office organization

- Manage Office 365 accounts including onboarding, user transition, onedrive, etc
- Facilitate effective, executive-level communication with internal team members and external constituents
- Handle various administrative tasks such as Executive department expenses
- Handles board meeting logistics including meeting reminders, room/Zoom set up, and material distribution
- Help prepare meeting agendas and materials
- Working closely with the Development department to send and track event invitations
- On occasion, attend evening meetings or events to take minutes and staff Director at function
- Coordinate board recruitment activity
- Handle invitations to events and performances, greeting in the theater, etc.
- As assigned, manage projects that touch multiple departments, collecting input and meet deadlines

ABOUT BALLET RI

Ballet RI, the premiere dance company in Rhode Island, is the proud evolution of Festival Ballet Providence as it continues to embark on an innovative future. Through performances, education, and community engagement, Ballet RI reimagines a traditional dance form into a modern-day experience. As the region's only dance school connected with a professional ballet company, we use modern, high caliber teaching techniques in a supportive environment with a faculty of the highest caliber with a variety of backgrounds and experiences. This new brand is a commitment to our home state and community and a continued reimagining BALLET, setting the stage for a bold and innovative future.

TO APPLY:

Email resume and cover letter to office@balletri.org with job title in header