

Wednesday, January 16, 2013

OPENING: Development Assistant at Ballet Hispanico

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Part-Time Development Assistant

Reports to: Events Manager and Development Manager

Duration: February 1st – May 3rd, 2013

Hours: 20 hours per week, schedule to be determined.

Position Summary

The Development Assistant will perform various administrative tasks to facilitate Development operations during a high-volume season of events, performances and appeals.

Specific tasks include:

Compose content, layout advertisements and manage production for gala event journal. Update basic details of Ballet Hispanico website through editing program. Contact patrons to confirm elements of event attendance. Compile publically-available information about patrons that will be attending events. Work with External Affairs assistant to execute sending of personalized gala invitations. Run various errands as necessary. Provide on-site assistance at gala and season-related events. Assist with personalization and mailing of spring appeal.

Required skills:

Excellent phone manner and customer service skills.

Fluency in Microsoft Office, particularly Excel and the mail merge function in Word.

Experience in special events or a similarly high-paced, deadline-driven environment.

Ability to proofread for grammar and accuracy.

High attention to detail.

Ability to work independently and prioritize a variety of projects.

Willingness to perform tasks in various ranges of skill.

Preferred skills:

Experience in publishing, journalism or other writing-heavy activities.

Enthusiasm for events, dance and/or Latino culture.

Spanish language skills not required.

To Apply:

Submit cover letter, resume and writing sample in a single attachment and send to Development Manager, Ann Norris via email at annorris@ballethispanico.org. Applications will be accepted until position is filled.

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[< back](#)

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