

Monday, August 25, 2014

Administrative Assistant

Company: Cedar Lake Contemporary Ballet
Location: New York, NY

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The administrative assistant works closely with various team members to ensure the smooth running of the office. The ideal candidate is strongly interested in dance and the arts, and would be proactive and willing to take initiative to troubleshoot problems. Previous experience working in small non-profit organizations is desired, as well as strong interpersonal skills and ability to thrive in a close working environment with evolving priorities.

Founded in 2003, Cedar Lake Contemporary Ballet has distinguished itself through both its exceptionally talented corps of sixteen dancers and its concurrent emphasis on acquiring and commissioning new works by the world's most sought-after choreographers. Cedar Lake is a contemporary ballet company dedicated to the continued development of dance by providing choreographers a comprehensive environment for creation as well as curating work for presentation to a worldwide audience.

RESPONSIBILITIES

Administrative

Fulfill all duties as Administrative Assistant including but not limited to answering multiple telephone lines, managing front door, greeting all visitors, and managing deliveries.

Maintain and update Company calendar, address book, and mailing lists.

Manage general inbox and respond to queries in a timely manner, direct relevant queries to the appropriate team members.

Maintain office supply inventory and ordering items as needed.

Maintain shipping supplies and relevant equipment across 3 vendors: FedEx, UPS, USPS via Pitney Bowes.

Coordinate with Company Manager and Production Manager on offsite studio rentals.

Maintaining all tour and accounting files.

Manage administrative budget and handle administrative expenses in a timely manner.

Assist in maintaining accurate receipt processing and communicate all changes to payroll accountants.

Manage Google Apps for business and onboarding new hires.

Other duties assigned by senior staff from time to time.

Marketing/Development

Updating and maintaining website.

Assisting the Manager of External Affairs in keeping accurate donor records and lists on DonorSnap and Mail Chimp.

Assist with various membership events and activities.

Coordinate with the Manager of External Affairs to manage auditions, workshop and education program registrations.

REQUIREMENTS

Bachelor's degree

1-2 years of administrative experience

Proficiency with Microsoft Office Suite for Mac and OS X standard applications

Familiarity with Google Apps and Eventbrite

Familiarity with WordPress, HTML, and CSS a plus

Experience working with donor databases

Knowledge of Adobe Creative Suite, Photoshop mandatory

Ability to multitask and handle overlapping deadlines and assignments

Excellent written and oral communication skills

Please respond with a cover letter and resume indicating your interest, qualifications, and salary requirements to info@cedarlakedance.com. Only those whose applications are being considered will be contacted. No calls. EOE.

