

Wednesday, September 10, 2014

## Executive Assistant

Company: Ballet Hispanico of NY, Inc.  
Location: New York, NY  
Compensation: Competitive

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Position Title: Executive Assistant  
Organization: Ballet Hispanico  
Status: Non-Exempt, Full-Time  
Reports to: Artistic Director & Executive Director

### Overview

Ballet Hispanico seeks a high-level Executive Assistant to provide administrative and project management support to Ballet Hispanico's Executive Office. The Executive Assistant will ensure the office's effective and efficient operation, facilitate the flow of information throughout the organization, manage schedules and communications, and provide clerical support for the organization's Artistic and Executive Directors. Additionally, the Executive Assistant will act as an important liaison between the Board of Directors, Senior Staff and Executive Office.

### Qualifications

Bachelor's degree or equivalent combination of education and experience.  
Interest in and knowledge of performing arts management.  
Ability to maintain positive, cooperative, calm, professional and collaborative interaction with everyone.  
Excellent time management and planning skills  
Excellent written communications skills.  
Spanish (written and oral) extremely desirable.  
Proficiency with Microsoft Word and Outlook is required. Proficiency with Microsoft Publisher, PowerPoint and Excel helpful.

### Other

Regular office hours are Monday through Friday, 10:00 a.m. until 6:00 p.m.  
Position requires attendance and support for occasional evening and weekend events including, but not limited to, the annual gala and opening nights for the Joyce and Apollo seasons.

### Benefits

This position is scheduled Monday through Friday, though some evening and possibly weekend hours will be required during performance and events seasons. Salary is competitive and commensurate with experience. Ballet Hispanico provides an excellent benefits package, including individual medical, dental, and vision insurance, life insurance and a 403B plan.

### How to Apply

To apply, please send your resume to Fredrick Pandian, Director of Finance & Administration at [fpandian@ballethispanico.org](mailto:fpandian@ballethispanico.org). No phone calls, please.

Ballet Hispanico of NY, Inc.  
167 West 89th Street  
New York, NY, 10024  
212-362-6710  
[www.ballethispanico.org](http://www.ballethispanico.org)

For more information:  
Fredrick Pandian  
[fpandian@ballethispanico.org](mailto:fpandian@ballethispanico.org)

[< back](#)

[previous listing](#) • [next listing](#)