

Friday, September 8, 2017

Studio Assistant

Company: American Contemporary Ballet
Location: Los Angeles, CA
Compensation: \$11-12 hourly

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ACB Studio Assistant

American Contemporary Ballet (ACB) Studio Assistant will work with the administrative staff to build knowledge, experience and confidence in arts management.

ACB Studio Assistant will organize and compile information for the administrative and artistic staff in addition to working on projects. Projects that ACB Assistant may work on include social media, patron engagement, community outreach, event production, and office administration.

The ideal person will be passionate about the arts, willing to work outside a 9-5 schedule.

Responsibilities

- Managing ticketing and arranging seating for shows
- Coordinating and communicating the rehearsal schedules through mass email and texts
- Overseeing show volunteers
- Organizing distribution of donor gifts.
- Daily Office Tasks such as filing, answering calls, checking and replying emails
- Maintaining studio cleanliness and office organization
- Picking up print materials and props
- Attend to tasks and errands assigned by our Executive and Artistic Directors
- Manage and organize dropbox
- Managing backstage during shows

Skills

- Minimum of 1 year of experience working in an office environment
- Strong communication skills, both spoken and written
- Abilities to learn and pick up new software and programs needed for the job
- Punctual
- Strong organizational skills
- Ability to work in a fast-paced environment
- Friendly and professional demeanor

The ACB Studio Assistant will work directly under the Executive Director. This will be a part-time position and hours will range from 20-30 hours per week.

About American Contemporary Ballet:

American Contemporary Ballet, based in Los Angeles, was founded by choreographer Lincoln Jones and dancer Theresa Farrell to produce original contemporary classical ballets, and to present twentieth-century masterworks. The company's repertory includes works by George

Balanchine, Fred Astaire, Lincoln Jones and reconstructions of the seminal works of ballet's history.

ACB's performances are always danced to live music, which is played by some of LA's finest classical musicians. Our venues seat the audience at stage level, and each program is followed by a reception with the artists and live jazz. We also provide audiences with an opportunity to connect with ballet intellectually and critically through our Dance+Design and Dancing School programs.

ACB's performance, rehearsal and office space is located on the 32nd floor of The Bloc in downtown Los Angeles with 360 degree views of the city. The company kicks off its seventh season on Friday, October 13th with the premiere of Inferno which includes a costume party benefit. Season seven programming consists of Inferno, The Nutcracker Suite, Astaire Dances, Balanchine & The Classics, and Summer Premieres in addition to member and educational events.

acbdances.com

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