

Thursday, August 15, 2019

## Brooklyn Ballet Administrative Assistant/Receptionist

Company: Brooklyn Ballet

Location: Brooklyn , NY

Compensation: Commensurate with Experience

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Brooklyn Ballet School Seeks Administrative Assistant/Receptionist

Brooklyn Ballet, a professional not-for-profit dance company and school, dedicated to artistic excellence and education, seeks an Administrative Assistant/Receptionist for our busy downtown Brooklyn Ballet School. [www.brooklynballet.org](http://www.brooklynballet.org)

### ADMINISTRATIVE ASSISTANT/ RECEPTIONIST

#### Job Description:

Brooklyn Ballet School is seeking a part-time Administrative Assistant/Receptionist who will be the first point of contact for all of our clients and guests upon arrival. Reporting to the School Director, the candidate should be an experienced administrator/receptionist who is a dedicated, reliable, adaptable, highly organized, detail-oriented, and a quick learner. The person in this position maintains a professional manner at all times and has excellent written and verbal communication skills. The administrative assistant/receptionist is responsible for maintaining the school policy, organizing rentals, issuing invoices, registering clients, organizing volunteers, maintaining office security and cleanliness, fielding visitor admission by following established health and safety procedures and controlling access via the reception desk. Interacting with children, parents, dance faculty and the downtown Brooklyn community, the administrative assistant/receptionist will have superb interpersonal skills, a welcoming manner and be sensitive and adaptable to our diverse and dynamic clientele. Ideally, a person in this position should be knowledgeable of Brooklyn Ballet School, Elevate Outreach Program, Take Ballet to the Streets and the Brooklyn Ballet Company.

#### Skills and Qualifications:

- Excellent communication skills and ability to engage with people of different ages and backgrounds
- Professional and friendly demeanor and attentiveness to detail
- Ability to work efficiently and effectively in a fast-paced environment
- Enthusiastic and passionate about dance education
- Proficient in Mindbody, Microsoft Office Suite including Excel; email, internet and social networks
- Multilingual a plus!
- The ideal candidate will have a Bachelor's Degree or equivalent experience

Brooklyn Ballet is an Equal Opportunity/Affirmative Action employer

Job Type: Part-time (20-30 hours per week)

Must have weekend and evening availability

Salary: Commensurate with Experience

#### To Apply:

Please email Claire Ketner, Brooklyn Ballet School Administrator [claireketner@brooklynballet.org](mailto:claireketner@brooklynballet.org) with your Résumé and a Cover Letter attached in PDF format. Please type "School Administrative Assistant/Receptionist" in the subject line. We do not accept phone inquiries.

Brooklyn Ballet  
160 Schermerhorn Street  
Brooklyn, NY, 11201  
[www.brooklynballet.org](http://www.brooklynballet.org)

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For more information:  
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