

Thursday, July 29, 2021

Ballet des Amériques Conservatory - Administrator needed

Company: Ballet des Amériques
Compensation: \$15/hr

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Ballet des Amériques School & Company is seeking a part-time administrative assistant who can also serve as a parent-student-teacher liaison and coordinator in its Port Chester, New York, location.

Candidate should be a highly motivated and highly organized self-starter. Should have a love and respect for the arts and be able to approach people in a top-tier conservatory learning environment.

Key responsibilities: Day-to-day tasks such as writing letters, e-mails, making telephone calls, formatting documents. Assist in the registration process, setting up and maintaining student files, tracking attendance. Maintain contact with parents - preferably by telephone or in person - to inform them about events, schedule or program changes, absenteeism, scheduling meetings with faculty or the Director.

Assist in the preparations for performances of the conservatory and the professional dance company (Carole Alexis Dance Theatre). Assist with various tasks throughout the studios as needed

Qualifications: A major task, as administrative assistant of Ballet des Amériques, is to communicate the principles, values and policies of our organization effectively and faithfully. The successful candidate must therefore share a deep interest in and appreciation of the aims of our organization and have two outstanding qualifications: excellent writing skills and people skills. These skills are complemented by a professional demeanor and appearance and by a hands-on approach to resolve issues, if possible on the spot, and see and do what a given situation demands.

Level of language proficiency: Excellent command of spoken and written English is required. A working knowledge of Spanish is desirable. (multi-lingual candidate is a plus)

MINIMUM EDUCATION REQUIRED

2-year college associates degree (or equivalent)

All employees, students, and parents are required to wear masks, unless of course fully vaccinated. In this case we ask that one provide proof of vaccination.

Applicants MUST have the proper documentation to work in the U.S. (i.e: work permit, Green card, U.S. Citizen, etc.). If accepted, you will be asked to fill out a W-4 form.

Please email your cover letter, and resume with references to isodale@balletdesameriques.com, with "BdA Administrative Assistant position" included in the subject line.

Ballet des Amériques

For more information:

Isodale

isodale@balletdesameriques.com

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