

Friday, August 5, 2011

## Ballet Hispanico seeks Executive Assistant

Marie-Louise Stegall, Executive Director, Ballet Hispanico, 167 West 89 Street, New York, NY 10024  
mlstegall@ballethispanico.org

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### Position Description

The Executive Assistant is a full-time employee of Ballet Hispanico and reports to the Artistic and Executive Directors. The position ensures the flow of information from executive leadership throughout the organization, and manages all scheduling, correspondence, and clerical support for the Artistic Director. The Executive Assistant provides support to the Executive Director as needed, and serves as the primary connector between the executive leadership and the External Affairs department. The position provides secondary support to development and marketing efforts and participates as needed in events and projects. Assists as needed in coordinating Artistic Director's involvement in School of Dance and Education & Outreach division projects and events.

### Duties and Responsibilities

Coordinate appointments and maintain Artistic Director's detailed schedule information across all organization calendars. As needed, coordinate appointments for the Executive Director and help with scheduling Board Committee and full Board meetings. Communicate information on projects and activities to appropriate staff members. Enter and update detailed Company tour information on selected calendars. Maintain Ballet Hispanico's general calendar for Company, School, Education & Outreach divisions and administrative departments. Draft general correspondence and other organizational documents, and prepare final documents for general, business, and organizational use. Maintain mailing list database for the Artistic Director. Maintain materials for projects and activities in appropriate files and/or make appropriate office distribution. Coordinate hospitality supplies and preparations for Board meetings and meetings with Artistic and Executive Directors' guests, in coordination with Operations and External Affairs staff. Order and maintain office supplies and handle maintenance of office equipment for the 9th floor office area, in coordination with Operations staff. Handle Directors' incoming and outgoing mail and arrange distribution of inter-office communication via e-mail and memo. Prepare bi-weekly time sheets for Artistic Director. Prepare, code, submit, and track invoices and reimbursement requests for expenses by the Artistic Director. Provide general assistance in the coordination and production of institution-wide special events, and serve as staff for selected evening events such as galas, Board meetings, fund raising or cultivation events, School recitals, and BH open house events. Attend and assist the Artistic Director throughout the Company's New York Season serving as primary liaison for the Company's artistic/production staff and administrative staff. Serve as primary liaison for Artistic Director and BH staff while Company is on tour. Aid in the research of information for artistic projects. Maintain a constant presence on 9th floor office for information and contact purposes. Perform other duties and special projects as requested.

### Qualifications / Skills

Excellent communication skills, both oral and written. Excellent attention to detail. Superior organizational skills, including time and project management. Strong computer skills in Microsoft Office Outlook, Word, and Excel. Must be responsible, reliable, and able to self-manage. Must work well with others in a fast-paced office environment. Must possess a gracious and collegial demeanor, and take pride in managing the business affairs of the organization's Directors. Willing to provide flexibility in office hours as needed, including ability to work for selected evening events. Five years' office experience and Associate Degree or BA/BS college degree are preferred. Knowledge of the dance and/or performing arts is a plus. Sense of humor is essential. Advanced knowledge of Spanish language is a strong plus.

### To Apply

Ballet Hispanico provides a competitive salary and benefits package. Candidates are invited to send a letter of interest, resume and salary requirements (no phone calls, please) to: Marie-Louise Stegall, Executive Director, Ballet Hispanico, 167 West 89 Street, New York, NY 10024 or via email to [mlstegall@ballethispanico.org](mailto:mlstegall@ballethispanico.org).

### About the Organization

Now led by Artistic Director Eduardo Vilaro, Ballet Hispanico was founded by Tina Ramirez in 1970 to reflect and exemplify the traditions and cultural achievements of Hispanic-Americans through professional dance performances, training and educational programs. Headquartered in its own facility renovated especially for dance, Ballet Hispanico includes a professional Company which tours nationally and internationally; a School of Dance unique in its emphasis on ballet, modern and Spanish dance as its core curriculum; and an extensive Education & Outreach program for public school children, both in New York and around the country. For further information: [BalletHispanico.org](http://BalletHispanico.org)

Ballet Hispanico is an equal opportunity/affirmative action employer.

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