

Thursday, March 28, 2013

Cedar Lake - Administrative Assistant (Part Time)

Please respond with a cover letter and resume indicating your interest, qualifications, and salary requirements to info@cedarlakedance.com. Do not call.

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Founded in 2003, Cedar Lake Contemporary Ballet has distinguished itself through both its exceptionally talented corps of sixteen dancers and its concurrent emphasis on acquiring and commissioning new works by the world's most sought-after choreographers. Cedar Lake is a contemporary ballet company dedicated to the continued development of dance by providing choreographers a comprehensive environment for creation as well as curating work for presentation to a worldwide audience.

RESPONSIBILITIES:

- General office support
- Assist with planning, scheduling and coordination of meetings, internal and external events, and calendar management
- Answer phones and transfer calls to the appropriate employees
- Greet and assist visitors with visitor badges or escort them to an office or meeting room.
- Handle incoming and outgoing mail, and maintain general voicemail and email inboxes
- Maintain various databases and project records
- File and archive paper files as directed
- Assist with Marketing and Development tasks as needed – writing and research
- Other duties as assigned

SKILLS AND EXPERIENCE:

- Bachelors degree strongly preferred
- 1-2 years of administrative experience
- Proficiency with most recent Microsoft Office Suite for Mac and OS X standard applications
- Knowledge of Word Press and Adobe Creative Suite.
- Ability to multitask and handle overlapping deadlines and assignments
- Excellent written and oral communication skills

ABOUT OUR IDEAL CANDIDATE:

- Interest in dance and the arts
- Previous experience working in smaller nonprofit organization
- Proactive and willing to take initiative to troubleshoot problems
- Strong interpersonal skills and ability to thrive in a close working environment with evolving priorities

Hourly compensation commensurate with experience. It is possible that this position will become full time in the future.

Website: <http://www.cedarlakedance.com>

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