

Wednesday, August 5, 2015

School Programs Office Assistant

Company: New York City Ballet
Location: New York, NY

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Part-Time Position (Approximately 15 hours per week)

September 2015 – March 2016

Job Description and Responsibilities:

The New York City Ballet Education Department seeks an organized and capable Office Assistant to work part-time hours from September 2015 to March 2016. This is a fantastic opportunity to assist the department in the organization of its school programs, including residency programs, training and professional development, and NYCB performances for students.

Administrative duties include, but are not limited to:

Attending and assisting with the preparation of School Program events (professional development sessions and student matinees)

Marketing and sales for one Nutcracker student matinee

Maintaining and updating residency program enrollment databases

Assisting in the creation of letters of agreements and billing paperwork for school partners

Creating media resources (DVDs and CDs) to support residency curricula

Other duties as requested by the Manager of School Programs

Qualifications and Requirements:

Ideal for a recent graduate who is interested in learning more about the administrative side of a performing arts organization

Excellent verbal, interpersonal, and written communication skills

Organized with a strong attention to detail

Ability to work independently as well as part of a team

Must have experience with both Mac and PC

High competency in operating Apple products, particularly iPad

Video editing experience (Final Cut Pro, iMovie, iDVD) is helpful

A background in dance preferred

Weekdays, daytime hours; some early mornings required

To apply, please send a resume and cover letter to education@nycballet.com.

For more information visit <http://www.nycballet.com/Educate/NYCB-in-the-Classroom>.

New York City Ballet
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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)