

Tuesday, September 11, 2018

Artistic Assistant, The School of American Ballet

Company: The School of American Ballet
Location: New York, NY

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The School of American Ballet, the preeminent ballet academy in the country and the official school of New York City Ballet, seeks a part-time Assistant in the Artistic Department. Reporting to the Artistic Coordinator, the Assistant supports the daily administrative operations of the Artistic Department, including correspondence, database management and managing the pre-ballet program.

Key areas of responsibility include:

Manage all aspects of pre-ballet administration, including scheduling, expense tracking, and correspondence. Host parents during class time and answer all parent questions.

Liaise with Student Life and Public Relations, Recruiting and Outreach departments on a regular basis.

Execute emergency response and crisis management duties as needed on Saturdays.

Provide logistical and administrative support for all Artistic events including parent observations, student performances, curriculum night and Workshop performances.

Coordinate parent observations.

Manage Artistic Department's database and update files and student records as needed.

Other related tasks and projects as needed.

Schedule is 20 hours per week, Tuesday-Saturday. Occasional night and weekend hours will be required.

The ideal candidate will have these qualifications:

2+ years arts administration experience

Professional, calm and mature demeanor, with a positive attitude and sense of humor

Ability to multi-task, take initiative, work independently, meet deadlines

Excellent written and verbal communications skills, with great attention to detail

Ability to interact effectively with diverse internal and external constituents, including, faculty, staff, parents and students

Strong Microsoft Office skills

Strong commitment to the mission and goals of SAB

Bachelor's degree

To apply, please send cover letter and resume to artisticjobs@sab.org by September 24. No phone calls please.

The School of American Ballet is an equal opportunity employer. Diverse candidates are encouraged to apply.

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For more information:
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