

Monday, February 4, 2019

American Swiss Ballet Company Seeking Office Assistant/ Intern

Company: American Swiss Ballet Company
Location: New York, NY
Compensation: work in exchange for classes

► [Share](#) | [Print](#) | [Download](#)

American Swiss Ballet Company is Seeking an Office Assistant.

General Description: This position is responsible for assisting the Director of the American Swiss Ballet Company. This intern will be exposed to all facets of the organization through this unique internship.

The intern is also able to take ballet class in exchange for work hours.

Tasks may include:

- Organizing and preparing company matters
- Planning and coordinating company events and performances
- Assisting with managing event invitations
- Assisting with hospitality for performance seasons
- Assisting the Director with managing administrative tasks for the company
- o Managing calendars and arranging meetings
- Maintaining databases and filing systems
- Other duties as assigned by the Director

You must be eager to work in a fast-paced environment, handle confidential information with exceptional care and discretion, have excellent interpersonal skills and a can-do attitude. This candidate must be flexible, very organized, and detail-oriented. You must be able to adapt to an ever-changing environment, work under pressure, meet deadlines, and be solution-oriented. The ideal candidate is sunny and positive. Must also have a valid passport, with opportunity to travel to Switzerland.

Computer Literacy is a must, including proficiency in Microsoft Word, PowerPoint and Excel.

American Swiss Ballet Company
300 West 28th Street STE 2E
New York, NY, 10018
6465807311
ASBCOMPANY.ORG

For more information:
Sonia Melo
ASBNYCOMPANY@GMAIL.COM
6465807311

[< back](#)

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