Friday, September 20, 2019

Administrative Assistant

Company: Jose Mateo Ballet Theatre
Location: Cambridge, Massachusetts
Compensation: $30,000

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Description:

José Mateo Ballet Theatre seeks a highly motivated and organized individual to join our team as full-time Administrative Assistant. The Administrative Assistant is responsible for overseeing the smooth operation of the studio programs, serving as the point of contact with clients, and supporting day-to-day organizational operations.

Specific responsibilities include:

Program Support: *The Ballet School*

· Oversee studio work-study program and volunteers.

· Manage schedule of educational program staff including faculty and pianists.

· Maintain school's database as well as billing and collections for educational programs.

· Liaise with students and parents, signing-in daily ballet classes and being the face of the organization as clients enter the studios.

· Assist with the Dance for World Community festival and the annual performances of the Nutcracker

Administrative Support

· Serve as receptionist, answering phones and welcoming visitors and clients.

· Maintain organizational calendars, studio usage, and senior management schedules.

· Schedule organizational meetings and provide support around meeting preparation.

· Manage office supplies, materials, equipment, phone system, and other technology needs through IT consultant.

· Provide administrative support including assistance with mailings, filing and other tasks.

Qualifications:

· Impeccable organizational skills with superior attention to detail.

· Appreciation for the arts.

· Ability to work with a diverse range of community members.

· A background in ballet is preferable.

Jose Mateo Ballet Theatre
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