

Wednesday, August 4, 2021

Executive Assistant at Ballet Hispánico

Company: Ballet Hispánico
Location: New York, NY

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POSITION DESCRIPTION

Ballet Hispánico seeks an Executive Assistant to provide high-level administrative and project management support to its Artistic Director & CEO (ADCEO), Eduardo Vilaro. As the organization begins its 50th anniversary celebratory programming and exciting new initiatives, the Executive Assistant will ensure the ADCEO's time is strategically spent among competing priorities and may occasionally serve as his proxy at events or internal meetings. The successful candidate will be a forward-thinking problem solver with impeccable organizational skills.

PRIMARY RESPONSIBILITIES

- Calendar Management
- Executive communications (internal and external)
- Monthly expense reporting
- Preparation of agenda, materials, and notes for weekly senior team meetings
- Domestic and international travel coordination for the ADCEO (Company tours, speaking engagements, education residencies etc.)
- Assistance with preparation and execution of organization-wide events (requires occasional evening/weekend availability)

QUALIFICATIONS

- Bachelor's degree with two or more years of work experience, preferably in a dance or nonprofit setting
- Excellent written and oral communication skills
- Strong organization, problem-solving, and analytical skills
- Versatility, flexibility, and a willingness to work within constantly changing priorities
- Ability to work independently and as a member of various teams and committees
- Proficiency at Microsoft Office Excel, Word, and Outlook required.
- Bilingual candidates (English/Spanish) preferred
- Familiarity with ClickUp or similar project management tools, a plus.
- Familiarity with Salesforce or other CRM, a plus

COMPENSATION AND APPLICATION PROCEDURE

This is a full-time position for immediate hire. Salary and benefits are competitive with nonprofit organizations of comparable scope and scale. To apply, please send a cover letter and resume to Ashley Heckstall at aheckstall@ballethispanico.org. No phone calls please. Ballet Hispánico is an equal opportunity employer.

Ballet Hispánico
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For more information:
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