

Tuesday, January 11, 2022

Assistant to the Executive Director & TurnOut Events Coordinator

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

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Assistant to the Executive Director & TurnOut Events Coordinator

Executive and Development Departments

Lincoln Center, New York City

New York City Ballet is one of the foremost dance companies in the world, with a roster of spectacular dancers and an unparalleled repertory. Founded in 1948 by George Balanchine and Lincoln Kirstein, New York City Ballet quickly became world-renowned for its athletic and contemporary style. Widely acknowledged for its enduring contributions to dance, New York City Ballet is committed to promoting creative excellence and nurturing a new generation of dancers and choreographers. The School of American Ballet is the official training academy of the New York City Ballet.

The Assistant to the Executive Director & TurnOut Events Coordinator reports to the Executive Director, and is responsible for assisting the Executive Director with the daily operations of New York City Ballet. The position also manages NYCB's TurnOut program, an initiative launched by New York City Ballet to empower ballet and arts lovers across the globe to help raise funds for one of the world's most vibrant dance companies and encourages NYCB enthusiasts to take the lead in developing fundraising events to benefit New York City Ballet.

Major Duties and Responsibilities:

Executive Assistant

Manage the Executive Director's calendar, coordinating work flow, meetings and travel arrangements.
Anticipate needs in terms of background and coordination of activities, communicating to relevant individuals, parties as appropriate.
Provide advance materials and itineraries for Executive Director's meeting and travel as appropriate.
Manage calendar for planning and scheduling board and executive committee meetings, and other committee meetings as necessary.
Act as first point of contact for those approaching the Executive Director, responding to and redirecting incoming enquiries as appropriate.
Work closely with Executive Director and senior staff to prepare all materials to be distributed to the Board of Directors and Executive Committee.
Record and prepare minutes from Board of Directors and Executive Committee meetings.
Work closely with Board members, when assigned, to schedule meetings and prepare materials for special projects and to facilitate communication between the board and Executive Director's office.
Manage information within the Executive Director's office, setting up and maintaining electronic and paper systems, improving them as necessary.
Manage board email lists and contact information listings.
Prepare research and reports for the Executive Director on ongoing projects assigned.
Manage Executive Director's ticket allotment and requests as needed.
Other such duties as may be required from time to time to ensure the smooth running of Executive Director's office.

Assist the Development Department and Special Events office with ongoing projects and events as needed.

TurnOut Events Coordinator

Manage and take lead responsibility for all aspects of the TurnOut Program in close association with Special Events.
Work with the Director, Special Events to coordinate and execute events, including managing day-to-day relationships with event hosts and

vendors, producing and distributing invitations, creating and reconciling financial projections and expenses, and cultivating interest in the program.
Liaison with IS on database management needs, including formulation of appropriate list pulls for specific events' needs and managing the TurnOut website page.

Manage internal VIP and comp lists for various TurnOut events.

Manage the program's budgets including processing invoices, coding receipts, requesting reimbursements, and tracking expenses.
Produce and mail ticket buyer acknowledgements and contribution tax receipts.

Minimum Requirements

Highest moral character and integrity who will serve as a role model and embody the Ballet's core values
High School diploma or college degree
2-3 years' experience assisting high level executives is a plus
Self-motivated, results oriented and goal focused
Demonstrated ability to take initiative, multi-task and work well under pressure.
Solid experience and proficiency with MS Word, Excel, PowerPoint, Teams and the Zoom platform
Demonstrated experience managing a website.
Excellent spelling and grammar, writing proficiency and phone skills
Polished and professional demeanor
Critical eye for detail
Ability to handle confidential and sensitive information with discretion.
Demonstrated ability to manage and organize multiple complex projects.
Excellent communication, interpersonal and relationship management skills
Excellent organizational, time management and project management skills.

This is a full-time, non-exempt position and the hours of work are typically between 9am-5pm weekdays. Note that overtime hours are sometimes required on evenings and weekends.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment

While performing the duties of this position, the employee is frequently exposed to:

Office setting
Theater

NOTE: New York City Ballet has a vaccine policy that requires all employees to provide proof of vaccination against COVID-

A medical or religious exemption to this policy may be granted if a reasonable accommodation exists that will enable the employee to perform the essential functions of the job. Exemptions or reasonable accommodations are not guaranteed.

We Offer

Compensation to match your experience and qualifications
A competitive benefits package including health and dental insurance
Healthcare and Dependent Care Flexible Spending Account Programs
Generous paid time off policy including holidays, floating holidays/personal days, sick and vacation time
A new hybrid in-office/remote work pilot program, for positions that qualify, beginning Fall 2021.

You Bring

Highest moral character and integrity
Enthusiasm, commitment, and a positive attitude
Flexibility and dependability
A collaborative, team and goal-oriented work ethic

Employment is subject to the completion of due-diligence inquiries, including a background check which will take place after a conditional offer is made.

Interested, qualified candidates may apply by forwarding their resume, along with a cover letter and salary requirements to:

BalletHR@NYCBallet.com

With "Assistant to the Executive Director & TurnOut Events Coordinator" in the subject line.

No Phone Calls, please.

New York City Ballet is an equal opportunity employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply and will receive consideration without regard to race, color, religion, age, national origin, sex, sexual orientation, gender identity or expression, marital status, citizenship status, disability, pregnancy, creed, genetic predisposition or carrier status, military status or veteran status, status as a victim of domestic violence, unemployment status, familial status, sexual violence or stalking

victim status, caregiver status, arrest or conviction record to extent required by applicable law, credit history or any other characteristic protected by law.

Statement of Commitment to Diversity, Equity, and Inclusion

New York City Ballet, one of the foremost ballet companies in the world, pursues the highest levels of artistic excellence and innovation. Therefore, we seek to attract, retain, and cultivate the most talented dancers, musicians, designers, stage technicians, and arts administrators. To this end, we are deeply committed to creating and sustaining an organizational culture that values diversity, inclusion, and equity. We are inspired by our founders, George Balanchine and Lincoln Kirstein, who envisioned an authentically American expression of ballet with a company that reflects the rich cultural diversity of this nation. In pursuit of their vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

For more information about our commitment to diversity, equity and inclusion, please visit:

<https://www.nycballet.com/about-us/commitment-to-diversity-equity-and-inclusion>

New York City Ballet
20 Lincoln Center Plaza
New York, NY, 10023
<https://www.NYCBallet.com>

For more information:
Human Resources
BalletHR@NYCBallet.com

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