

Friday, December 16, 2022

Executive Assistant (Temporary Position)

Company: Ballet Hispánico
 Location: New York, NY
 Compensation: \$20 - \$25 per hour

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Ballet Hispánico seeks a temporary Executive Assistant from February 12 – April 14 to provide high-level administrative support to its Artistic Director & CEO (ADCEO), Eduardo Vilaro. The Ideal candidate will be a forward-thinking problem solver with impeccable organizational skills, with the ability to work within and support a BIPOC mission-based organization. This individual should have a polished professional demeanor and the ability to interact with donors, VIPs and special guests, particularly in preparation for Ballet Hispánico's Spring Gala and New York City Center season. Please note this is a hybrid schedule with in-person work required at the ADCEO's discretion.

Primary Responsibilities

- * Calendar Management
- * Executive communications with stakeholders at all levels (internal and external)
- * Monthly expense reporting
- * Preparation of agenda, materials, and notes for weekly senior team meetings
- * Occasional task support for the board chair and other board members
- * Collaborate with the Artistic team to ensure ADCEO's tour schedule and travel is up-to-date
- * Assistance with preparation and execution of organization-wide events (requires occasional evening/weekend availability)
- * Additional administrative tasks as needed

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 in Microsoft Office Excel, Word, and Outlook required.
- * Bilingual candidates (English/Spanish) preferred
- * Vaccination for Covid-19 required (Booster preferred)
- * 2+ years of administrative experience.

Compensation and Application Procedure

This is a full-time (40-hour week) temporary position from February 12 – April 14, 2023. The primary schedule will be Monday to Friday 10am-6pm. Compensation is \$20-\$25 per hour commensurate with experience. To apply, please send a cover letter and resume to Grace Azmitia at Gazmitia@ballethispanico.org. No phone calls please.

Ballet Hispánico is an equal opportunity employer.

About Ballet Hispánico

Acclaimed as one of America's Cultural Treasures (Ford Foundation), Ballet Hispánico brings communities together to celebrate and explore Latino cultures through innovative dance performances, transformative dance training, and enduring community engagement experiences. Founded in 1970 by National Medal of Arts recipient, Tina Ramírez, the organization emerged during the post-Civil Rights Movement on NYC's Upper West Side, providing a safe haven for primarily Black and Brown Latinx youth seeking artistic sanctuary during the plight of 1970s New York City. With the need for place, both culturally and artistically, families found their way to Ballet Hispánico. With a focus on dance in order to develop artists who work, the training, authenticity of voice, and power of representation, fueled the organization's roots and trajectory. With a focus on dance, achievement, and public presence, the organization flourished through the three roots of its mission: its Company, School of Dance, and Community Arts Partnerships. Over the past five decades, by leading with Latinx culture at the forefront of performance, education, and advocacy, BH's mission is a catalyst of change and possibility for communities throughout our nation. As an organization progressing with the needs of its community, BH serves as a platform for historically omitted and overlooked artists providing capacity, voice, and affirmation.

About Eduardo Vilaro, Artistic Director & CEO

Eduardo Vilaro joined Ballet Hispánico as Artistic Director in August 2009. In 2015, Mr. Vilaro took on the additional role of Chief Executive Officer of Ballet Hispánico. He has been part of the Ballet Hispánico family since 1985 as a dancer and educator, after which he began a ten-year record of achievement as founder and Artistic Director of Luna Negra Dance Theater in Chicago. Mr. Vilaro has infused Ballet Hispánico's legacy with a bold and eclectic brand of contemporary dance that reflects America's changing cultural landscape. Born in Cuba and raised in New York from the age of six, he is a frequent speaker on the merits of cultural diversity and dance education.

For more information, please visit www.ballethispanico.org.

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For more information:
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N/A

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