

Friday, December 1, 2023

## Administrative Assistant for BAAD! Bronx Academy of Arts and Dance

Company: BAAD! Bronx Academy of Arts and Dance  
Location: Bronx, NY  
Compensation: \$22.50/hour

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**Home of Arthur Aviles Typical Theatre & the Bronx Dance Coalition**  
2014 Westchester Avenue, Bronx 10461 • 718.518.2710 • info@baadnyc.org • baadnyc.org

**ADMINISTRATIVE ASSISTANT**  
Location: Bronx, NY Department: General Administration  
Type: In-person | Part-Time 25 hours/week Salary: \$22.50/hr

**MISSION**  
BAAD! The Bronx Academy of Arts and Dance is a cultural arts organization and theater that creates, produces, presents, and supports the development of cutting edge and challenging works in contemporary dance and all creative disciplines that are empowering to women, people of color, and the LGBTQ+ (lesbian, gay, bisexual, transgender, and queer) community.

**DESCRIPTION**  
BAAD! is seeking an Administrative Assistant to join its dynamic, effective community-based arts organization. The Administrative Assistant will work from BAAD!'s office and will be responsible for a range of activities that will focus on administrative support and supporting the organization's Senior Leadership Team, supporting the creative projects of the Artistic Director, and include serving as the organization's point person for rentals, ordering supplies, filing, mailings, and other duties. The position reports to the Deputy Director.

**DUTIES AND RESPONSIBILITIES**

- Answer phones, direct calls and messages to relevant staff
- Greet visitors
- Schedule appointments, and meetings
- Maintain assigned calendar
- Oversee rentals and Rentals Working Procedures which include booking, billing and correspondence.
- Collect mail from P.O. Box and BAAD! mailbox and distribute mail, incoming packages or deliveries
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Support mailing and dissemination of collateral marketing materials by staffing and/or ensuring supplies are in stock.
- Maintain filing systems, both electronic and physical
- Support bookkeeping by organizing receipts and other duties as needed
- Monitoring inventory of and ordering office supplies
- Support with or coordinate travel for staff and artists
- Take notes at meetings and centralize or circulate notes
- Draft and service recommendation letters
- Participate in managing interns
- Plus other other tasks to support BAAD!'s Senior Leadership and Artistic Director, other administrative duties, as assigned.

**QUALIFICATIONS**

- Minimum of 2 years of administrative experience desired
- Bachelor's degree preferred
- Familiarity with and enthusiasm for dance and the performing arts
- Excellent writing, editing, interpersonal, and verbal skills are a must
- Proficiency in Microsoft Office, Google Drive, and customer management software

Job Title: Administrative Assistant

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? Excellent organizational skills, keen attention to detail and the ability to work under pressure, to adapt easily to changing situations and priorities, and to meet multiple deadlines and goals simultaneously

? Strong work ethic, professional manner, high standards, and the ability to work independently as well as in a team environment essential

? Ability to work well and build relationships with stakeholders

? Passion for systems and analysis

To Apply:

BAAD! is an equal opportunity employer and encourages applications from all interested and qualified candidates who are eligible to work in the United States. BAAD! encourages women, people of color and LGBTQ+ people to apply.

For consideration, please send a cover letter and resume to: [marcus@baadbronx.org](mailto:marcus@baadbronx.org) with the subject line: Administrative Assistant.

Please title your files "(first name and last name) Cover Letter" and "(first name and last name) Resume". You may also send one file with both documents with the title "(first name and last name) Resume and Cover Letter".

Position is open until filled, but priority will be given to applications received by Friday, December 8, 2023. For more information on BAAD!, visit: [baadbronx.org](http://baadbronx.org).

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BAAD! Bronx Academy of Arts and Dance  
2474 Westchester Ave  
Bronx, NY, 10461  
(718) 918-2110  
<https://www.baadbronx.org>

For more information:  
Marcus Gualberto  
[marcus@baadbronx.org](mailto:marcus@baadbronx.org)

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