

Tuesday, November 4, 2025

## Assistant, Education

Company: New York City Ballet  
Location: New York, NY  
Compensation: \$42K - \$48K Annually

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### General Summary

The Education Assistant serves as the supporting member of a six-person department responsible for producing all public and in-school educational programming for the Company. New York City Ballet Education engages students, educators, adults, and families, in a variety of programs designed to increase their understanding of ballet, dance-making, self-expression, and creativity. These programs include multi-week residency programs in NYC public school classrooms, public programs for children and adults at Lincoln Center and in the community, and Access programs for children and adults with disabilities. This is a fulltime non-exempt position that includes periodic weekend and evening work, usually when the Company is in season.

Please note: Interviews are expected to take place December 1-19 and may extend to January if needed.

### Major Duties and Responsibilities:

#### *Event planning and preparation*

Communicate event logistics with Lincoln Center/DHKT operations and Rose Building/DHKT security  
Manage event registration lists and update/maintain associated databases  
Create physical and digital materials to accompany events

#### *Day-of event assistance and support of all Programs*

Perform event set-up and break-down, including but not limited to catering orders and the organization of event materials  
Manage event check-in and track attendance numbers  
Ensure customer satisfaction and provide customer service across all programs  
Serve as a point of contact for volunteers at select events

#### *General administrative support*

Manage and organize event props, supplies and office inventory  
Post Education events on community calendars and distribute information to email partners

Maintain a comprehensive list of community partners  
Update and maintain Department Calendars

Respond to Education Department general inquiries, including email and phone  
Assist department in on-going peer-market research, reporting, and compilation of evaluative materials to inform program decisions  
Periodically assist with school programs administrative tasks such as updating school statistics and paperwork  
Assist department with miscellaneous tasks as needed

### Minimum Requirements and Skills:

Bachelor's degree  
Demonstrates a strong interest in dance and arts education, with a creative and imaginative approach  
Minimum one year of professional work experience  
Excellent verbal, interpersonal, and written communication skills  
Flexible with the ability to manage multiple tasks simultaneously  
Must have the ability to communicate in a timely and sensitive manner  
Highly organized; with strong attention to detail and time management skills  
Ability to work independently as well as part of a team  
Excellent customer service skills  
Computer proficiency, skilled with databases/spreadsheets, knowledge of Adobe Creative Suite, Microsoft Office  
Knowledge of ballet and the history of NYCB helpful

Ability to work occasional evenings and weekends as required

### Competencies:

Decision making & Problem solving  
Communication and collaboration  
Fiscal responsibility

Work Environment:

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

Office, Theater, and Studio settings  
Offsite venues

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully fulfill the requirements of this position include, but are not limited to:

Sitting, Standing, Stooping, Walking, Bending, Climbing stairs/ladders, Kneeling/Squatting  
Repetitive hand motion(typing), Reaching overhead, Lifting up to 20lbs, Pulling/Pushing  
Hearing, Listening, Speaking

Position Type/Expected Hours of Work:

This is a full-time position with standard working hours between 10am – 6pm weekdays. Occasional evening and weekend availability is required. Occasional travel to offsite events by car or chartered bus. This position can work a hybrid work arrangement.

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.

EEO Statement

New York City Ballet is proud to be 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 the extent required by applicable law, credit history or any other characteristic protected by law.

Our 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 and reflects inclusion, equity and access for all. 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 all by educating, developing, and supporting an organization that welcomes and amplifies the voices and lived experiences of everyone.

To apply please visit: <https://nycballet.bamboohr.com/careers/142>

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