



2/25/2022

Maryland Youth Ballet (MYB), a 50+ year-old classical ballet training institution in the DC Metro Area, seeks a full-time **Office Coordinator** to support the organization in the areas of customer service, office staff management, and facility maintenance.

The ideal candidate will have nonprofit administrative experience, a high level of organization with attention to detail, customer service skills, excellent verbal and written communication, and a willingness to learn multiple database systems. **Candidates must be available to work nights and weekends.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work on-site 32-38 hours per week. Hours include nights and weekends.
- Customer service
 - Assisting staff with student and parent questions
 - Assisting with ticket sales, boutique sales, studio rentals, and front-of-house production support
- Coordination of Admin staff
 - Maintain office staff schedules
 - Coordinate facility hours with Registrar and Principal
 - Maintenance of team shared documents, calendars, and digital filing systems
 - Ordering of office supplies
 - Volunteer management as needed
- Operations
 - Maintain employee paperwork and assist with onboarding of new employees.
 - Facility oversight and coordination of staff opening and closing duties
 - Oversee vendors and invoice approval
 - Maintain public and studio signage
- Assisting with other projects as needed
- Report directly to the Executive Director

QUALIFICATIONS

The ideal candidate will have 4+ years experience in nonprofit arts administration, a working knowledge of ballet, experience with MindBody Online or a willingness to learn, experience with G-Suite or google docs and sheets, and excellent communication and writing skills. Potential candidates who are fluent in Spanish are highly encouraged to apply.



COMPENSATION

MYB offers competitive pay as well as paid leave and retirement benefits, complementary Adult classes, and dependent family tuition discounts.

TO APPLY

To apply, please send a resume and cover letter to ajenkins@marylandyouthballet.org. Please use the subject line: "MYB Office Coordinator".

MARYLAND YOUTH BALLETS IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS FROM A DIVERSE BACKGROUND ARE STRONGLY ENCOURAGED TO APPLY.