



Maryland Youth Ballet (MYB), a 50+ year-old classical ballet training institution in the DC Metro Area, is seeking a full-time Administrative Assistant to join its professional team. MYB is a high-energy, fast paced and exciting environment. The ideal candidate will have administrative experience, a high level of organization and attention to detail, excellent customer service skills, and a willingness to learn multiple registration and database systems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

MYB's administrative staff supports the entire organization in the areas of customer service, student registration, remote support, and data entry. Duties include:

- Work on-site 32-36 hours per week including some evening shifts and one weekend day.
- Answer customer questions and assist with website registration.
- Remote and in-studio check-in for both virtual and in-studio classes using MBO and other registration systems.
- Open and/or close the facility.
- Assist with front-of-house duties for MYB productions.
- Assist with MYB special events.
- Other duties as may be assigned.

### QUALIFICATIONS

The ideal candidate will have 1-2 years experience in nonprofit arts administration, excellent communication and writing skills, familiarity with ballet, experience with MindBodyOnline or a willingness to learn, and experience with G-Suite or google docs and sheets. Candidates who are fluent in Spanish are highly encouraged to apply.

### COMPENSATION

MYB offers competitive pay as well as retirement benefits. **\$17-20/hr** depending on experience.

### TO APPLY

To apply, please send a resume and cover letter to [dclark@marylandyouthballet.org](mailto:dclark@marylandyouthballet.org). Please use the subject line: "MYB Full-Time Administrative Assistant".

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