



Maryland Youth Ballet (MYB), a 53 year-old classical ballet training institution in the DC Metropolitan region seeks a full-time **Administrative Assistant** for Front Desk duties as well as administrative support for MYB's leadership team. This position offers opportunities for growth in one of the DMV's premier dance training organizations.

QUALIFICATIONS

The ideal candidate should have:

- experience working in nonprofit arts organizations,
- a high level of organization and attention to detail,
- excellent customer service skills
- superb verbal and written communication abilities.
- good energy and able to work at a fast-pace,
- experience with MindBody Online and G-Suite/Google docs & sheets or a willingness to learn,
- a working knowledge of ballet and dance.

Candidates who are fluent in Spanish are encouraged to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This is a full-time 40-hour per week position. Those 40 hours are broken down into:

- Front Desk: 30-36 hours per week (5-6 shifts per week)
- Event Shifts: 4 shifts per quarter (staffing MYB performances, rehearsals, special events)
- Office Coverage: 4 shifts per quarter (for other office staff sick and/or personal leave)

Candidates must be available for a weekly schedule of day and night shifts including either a Saturday or a Sunday shift.

COMPENSATION

MYB offers competitive pay as well as retirement benefits and complimentary adult classes. Starting salary is *dependent on experience* but will range between \$18 and \$20 per hour.

TO APPLY

To apply, please send a resume and cover letter to: dclark@marylandyouthballet.org. Please use the subject line: "Administrative Assistant".

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