



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.

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,
- a working knowledge of ballet and dance,
- experience with MindBody Online and G-Suite/Google docs & sheets or a willingness to learn.

Candidates who are fluent in Spanish are encouraged to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work at the Front Desk for 34-36 hours per week (5 shifts)
- Work 32-36 Event Shifts annually (for performances, special events, and desk coverage.)
- Candidates must be available for a weekly schedule of day and night shifts with either a Saturday or a Sunday shift.

COMPENSATION

MYB offers competitive pay as well as retirement benefits and complimentary adult classes. Salary is *dependent on experience* but may 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.