



Position Announcement Administrative Assistant

About Ballet Brazos

Ballet Brazos is a non-profit organization whose mission is to instruct, educate, and enrich young people and their audiences through the art of dance, and provide quality classical ballet performances for the community. These performances provide an opportunity to showcase local talent, cultivate an appreciation for the arts, and inspire the next generation of dancers. Dancers and instructors are recruited from dance studios across the Brazos Valley, and collaborate to create a truly civic ballet company.

Position Description:

The Administrative Assistant will provide organizational assistance to Ballet Brazos. Specific duties may include:

- Financial Duties: Receive mail. Scan statements to be paid, prepare checks for signatures, receive and process purchase receipts for reimbursement. Manage orders for performance DVDs.
- Meeting Duties: Record Board meeting minutes. Follow-up on assignments made. Assist the President in preparing monthly agendas.
- Record Keeping: Maintain organizational calendar, and rehearsal schedule. Manage database of organizational contacts (ticket purchasers, dancers, parents, donors). Manage dancer registration forms. Manage list of sponsor and advertisers. Maintain an attendance log of dancers.
- Communication: Prepare monthly newsletter. Compile and prepare weekly emails to dancers/parents during performance season.
- Inventory: Conduct an inventory of performance props and costume materials. Maintain a current list of items and storage locations.

Compensation

Compensation will be commensurate with experience, and be paid as an hourly rate. Anticipated rate is \$12-\$18 per hour.

Time Commitment

Estimated commitment is 10-15 hours per week. The time commitment is variable with lower time commitment during February-July, but significantly higher during our Nutcracker performance season, August-January.

The work schedule is highly flexible. The administrative assistant will be expected to attend monthly Board of Directors meetings, currently held on the first Friday of each month at 12:30pm. Virtually all other responsibilities can be completed at home, at times of the candidate's own choosing.

Conflict of Interest

To avoid potential conflicts of interest with our dancers or affiliated studios, this position is not available to individuals, or those with immediate family members, that:

- currently or recently served as member of the Ballet Brazos Board of Directors
- currently dance with Ballet Brazos
- currently serve as paid instructors or artistic staff with Ballet Brazos
- currently work for a dance-related business in the Brazos Valley

Application Instructions

The position will remain open until filled by a suitable candidate. For full consideration, please respond by April 1, 2018. Please send an application letter and current resumé to the address below. Both electronic and printed applications will be accepted.

Bryan Rasmussen
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