



**I. TITLE: Executive Administrator**

DEPARTMENT: Administration

GRADE: Full Time

FLSA: Exempt

SALARY RANGE: \$50,000, commensurate with experience

**II. POSITION SUMMARY:**

The Executive Assistant to the Executive Director is responsible for providing top-level administrative support to the Executive Director and for serving as liaison between Ballet Austin and our Board of Directors. A successful candidate will possess superb customer service and time management skills, be an excellent communicator, and be highly proficient in both traditional and digital communication technologies. The ability to work in a fast-paced environment with strong attention to detail from the very beginning is essential. A passion for dance and the arts and/or nonprofit experience is a plus.

**III. ESSENTIAL FUNCTIONS:**

- All work is performed with a direct reflection of the mission and values of the organization
- Serve as first point of contact for Executive Director (ED) for staff and public, maintaining excellent customer service at all times; manage and maintain ED's calendar and contact list; answer, manage and direct all calls for ED; coordinate all travel arrangements for ED.
- Maintain strong positive relationships with ED contacts and their assistants through exceptional customer service and communication.
- Collect and distribute materials as needed for the Board and Management Committee; compile and prepare power point presentations for Board meetings quickly and proficiently.
- Provide administrative support for Board and Management Committee meetings; record accurate, detailed meeting minutes.
- Special Projects as assigned, including management of the Board nomination process.

**IV. OTHER ACCOUNTABILITIES:**

- Other duties as assigned

**V. PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Work with departments to provide support as needed.
- Be available for Ballet Austin events as needed.

**VI. EDUCATION AND EXPERIENCE:**

- Minimum qualifications
  - 5-7 years administrative experience working within a corporation or nonprofit organization; an equivalent combination of education and experience may satisfy this requirement
  - Exceptional customer service skills
  - Exceptional organizational skills, including complex schedule management
  - Proficient in MS Office Suite, including PowerPoint and Outlook
- Preferred qualifications
  - Project management

**VII.COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:**

Collaboration  
Effective Communicator  
Customer Focused  
Values Differences  
Resourcefulness  
Situational Adaptability  
Instills Trust

**VIII.ORGANIZATIONAL RELATIONSHIPS:**

- Reports to: Executive Director
- Supports: All departments at Ballet Austin
- Peer collaboration/communicates with: Board of Directors, Community Leaders

**TO APPLY**

Please email cover letter, resume, to [HR@balletaustin.org](mailto:HR@balletaustin.org)

**BACKGROUND SEARCH REQUIRED**

**NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION**

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.