

DANCE THEATRE OF HARLEM

JOB POSTING

Executive Assistant to the Artistic and Executive Directors

Status: Non-Exempt*

Dance Theatre of Harlem, established since 1969, is a multicultural dance institution with an extraordinary legacy of providing opportunities for creative expression and artistic excellence and carries a solid commitment toward enriching the lives of young people and adults around the world through ballet.

Reporting to the DTH Artistic Director (AD) and Executive Director (ED), the Executive Assistant provides discreet and confidential administrative support for the work of the AD and ED, managing the daily schedule for and access to the AD and ED, and providing administrative support for their correspondence with both internal and external audiences. This position also provides administrative support to the Board of Directors with all communications and scheduling, as well as committee work and task force work. The Executive Assistant will assist with office coordination and collaboration throughout the entire organization, as well as will assist with and lead special projects.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Artistic Director and Executive Director Support

- Support the work activities of the AD and ED; provide organizational support for AD and ED as needed/directed
- Proactively manage the work calendar of the AD and ED and arrange travel
- Act as representative to AD and ED, arranging meetings and conferences internally and externally, managing visitors, answering phone calls, managing contacts, etc.
- Active involvement in all AD and ED projects and initiatives to provide backup and keep communication active both to DTH employees and Board of Directors if AD and ED are unavailable.
- Draft written communications to internal and external audiences, such as: emails to donors and producing partners, talking points for media/public appearances, and documentation of next steps coming out of meetings.

Logistics Support

- Assist with organizational internal and external scheduling as assigned by Executive Director.
- In collaboration with Development department, support AD and ED's roles with donors as assigned.
- Assistance with contracts logistics as assigned by Company and Artistic Relations Manager

Board of Directors Support

- Support overall board engagement, logistics, meeting preparation, relationship management and communications – keeping board members informed, connected and able to execute their governance responsibilities effectively
- Serve as contact between Artistic Director, Executive Director, and Board members and committees
- Exercise judgment in maintaining Board and all institutional information as confidential.
- Oversee some Board and committee meeting aspects in a timely and proactive manner. Send meeting notices and track RSVPs
- Send out Board packets in advance of meetings
- Take minutes at meetings
- Maintain Board member directories, contact lists and committee lists
- Schedule new Board member orientations and create Board packets
- Help coordinate committee meeting times and efforts

General Responsibilities

- Update organizational documents (organizational chart, phone directories, etc.)
- Support internal events including the ordering of catering.
- Order office supplies and provide other secretarial services in support of the office of the Executive Director and Artistic Director
- Coordinate staff meetings, gather and disseminate information in preparation for meetings; prepare agendas and take action notes
- Support the various departments as needed.
- Other duties as required.

REQUIRED QUALIFICATIONS

Work Requirements and Qualifications

Education:

College degree.

Knowledge, Skills and Abilities:

- Interest/passion in the arts and deep appreciation for the mission of Dance Theatre of Harlem.
- Ability to take initiative and make decisions to solve problems independently.
- Ability to engage and interact with the public.
- Excellent written and verbal communication and interpersonal skills.
- Highly organized and detail oriented.
- Computer proficiency in Microsoft office (Word, Excel, Power Point), Outlook and Adobe.
- Ability to multi-task and work independently; work cooperatively with other staff.
- Ability to exercise good judgment and discretion in maintaining confidentiality.

Experience:

1-3 years of administrative or equivalent experience, preferably with an arts organization.

Equipment: standard office equipment including computer and software, phone, copier, etc.

PREFERRED QUALIFICATIONS

- Knowledge of Spanish desired but not necessary.
- Dance related field background.

Physical demands

- Ability and strength to lift items needed to perform the function of the job which entails to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Ability to sit, stand and walk for required periods of time.
- Ability to hear, speak, write and understand and/or communicate professionally. in English to perform duties of this position.
- Ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
- Ability to use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

TERMS AND CONDITIONS

- Eligibility to work in USA
- Full time
- Compensation: Commensurate with experience and educational credentials, annual salary range (*eligible for overtime) of \$47,000-\$51,000 including comprehensive benefits package. Paid on a bi-weekly basis.
- The position is headquartered in Harlem, New York, but is expected to be hybrid pending COVID health and safety protocols.

Dance Theatre of Harlem is an equal opportunity employer

TO APPLY:

Send cover letter and resume, to : humanresources@dancetheatreofharlem.org. Mark subject line: **“Executive Assistant”**

NO PHONE CALLS PLEASE