

## ADMINISTRATIVE ASSISTANT

### Position Summary

Milwaukee Ballet is a premiere arts organization serving the Milwaukee community through world-class professional performances, dance education, and outreach initiatives. The Administrative Assistant will serve as an integral member of the team providing support to Milwaukee Ballet leadership and internal departments to help maximize earned and contributed revenue and maintain the organization's mission.

The ideal candidate will be a passionate advocate for the arts, confident, personable, highly organized, and able to thrive in a fast-paced environment.

This is a **full-time, non-exempt position** with benefits and a salary range of \$35,000-40,000 annually.

### Responsibilities

- Provide administrative support to Managing Director and Artistic Director including scheduling, correspondence, and assistance on various projects.
- Provide support to Milwaukee Ballet Board of Directors and Board Committees, including:
  - Meeting scheduling and coordination
  - Manage meeting attendance tracking
  - Maintain meeting materials and notes
  - Assist with taking and editing meeting minutes
  - Plan and execute Board events and activities
  - Ensure the highest standards of customer service and confidentiality are met
  - Maintain meticulous records of Board and Committee information
- Act as a liaison between Milwaukee Ballet leadership and legal teams; assist in the filing of visas for international dancers and guest choreographers, maintain up-to-date agreements for medical providers, and coordinate negotiations between the Ballet and the artist's unions.
- Administer hiring processes; maintain position descriptions and records, manage applicant correspondence, and schedule interviews.
- Coordinate the Milwaukee Ballet Volunteer Corps; maintain volunteer database, determine need for volunteers at performances and events, and ensure volunteers are scheduled and have proper direction.
- Assist with special projects, events, and maintenance of archives and files as needed.
- Assist with general office administration including supply management, coordination of staff meetings and events, maintenance of master calendars for internal meetings, tours, donor/patron visits, etc.
- Assist during Company performances at on-site boutique, information tables, show-related events, and with other front-of-house needs.
- Serve as Milwaukee Ballet representative and point-of-contact for subscribers, donors, community partners, school families, and guests during events, programs, and performances.
- Provide other administrative support to internal departments with other duties as assigned.

### Background & Qualifications

- Relevant degree and/or an appropriate combination of education and relevant experience in administration or business.
- Excellent organizational skills: ability to multi-task and prioritize efficiently.

- Project management skills with experience working in a fast-paced, multi-faceted environment.
- Strong communication skills and ability to build interpersonal relationships.
- Skilled in Microsoft Office Suite, including Excel, Outlook and OneNote.
- Experience utilizing CRM and database management (Tessitura experience a plus).

### Required Values & Qualities

- **Organized:** Detail oriented and efficient.
- **Discreet & Trustworthy:** Able to maintain confidential information with discretion.
- **Reliable & Accountable:** Can be counted on to follow through and take ownership of projects and responsibilities.
- **Positive Attitude:** Works well with others and responds with positivity to support colleagues.
- **Flexibility:** Comfortable working some evenings and weekends, especially during performances or events.
- **Excellent Communication:** Can communicate effectively with colleagues, vendors, Board, students, parents and patrons.

### About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of the few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### How to Apply

- Submit a cover letter and resume with three references (including two professionals who will not be contacted without approval of the candidate) via our Application Portal.
- Successful applicants will be subject to a background check.

Date Posted: January 8, 2025