

The Portland Ballet (TPB) is seeking an Administrative Assistant
open until filled

Job Title: Administrative Assistant & Marketing Support Specialist

Pay: Starting at \$20/hour

Schedule: part-time administrative assistant to work 15 - 20 hours per week. Sunday availability is mandatory as well as some evenings.

Required Skills:

- previous experience with dance
- phone system & reception knowledge
- experience with Apple computers
- the ability to learn new web point-of-sale platforms
- proficiency with Microsoft Office suite: word & excel
- the capability to quickly adapt to new information or new tasks without frustration
- time-manage and prioritization skills, and be able to multi-task
- strong written and verbal communication skills
- comfort working in a fast past and often busy environment, including music ongoing during most shifts
- reliable schedule and commitment to efficiency
- Experience in marketing language and social media content creation

Desired Skills:

- Knowledge and experience with some graphic design and photo re-sizing
- Experience using Adobe Creative Suite

Administrative Job Duties 25% of time (including but not limited to):

- greeting costumers, being first contact with TPB for most students/parents
- registering new students
- maintaining attendance records
- answering phones and questions from students & parents
- assisting staff with office and file organization
- light cleaning and inventory

Marketing Support Specialist Job Duties 75% of time (including but not limited to)

- Creating and manage marketing calendar for digital & print collateral, ads, e-blasts, & web content alongside Marketing Manager and Executive Director
- Managing due dates for all staff needing to provide content
- Managing ad-buy calendar/budget and update as needed per meetings

- Requesting media kits from potential advertising opportunities & sharing them with appropriate staff
- Tracking and submitting/posting ads, e-blasts, web updates
- Submitting free listings for all TPB events to local news outlets
- Reviewing and auditing website weekly for outdated material and update as needed
- Preparing all content in appropriate sizes needed for Facebook/Instagram
- Posting and managing all social media content & communication
- Exploring and researching new marketing avenues and trends (print & electronic media)
- Collecting all print collateral in FY Binders for archival purposes

Benefits & Compensation:

-hourly rate: starting at \$20/hour (paid twice monthly)

-free adult dance classes

To Apply send cover-letter & resume to jobs@theportlandballet.org. Previous dance experience must be included in your cover letter or resume as well as 3 references.

No phone calls please.

Applications will be reviewed upon receipt until position is filled.