

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

Job Title: Administrative Assistant

Schedule: 28-30 hours a week, daytime and evening shifts. Sunday availability is required

Benefits & Compensation:

Hourly rate: starting at \$18/hour

Free adult dance classes

Complimentary tickets to performances

Access to TPB studio space if/when available

A successful candidate will have

- 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

Administrative Job Duties (including but not limited to):

- greeting costumers, being first contact with TPB for most students/parents
- support leadership in the enrollment process for all programs including but not limited to:
 - working on back end of enrollment database (ie. Creating and scheduling classes/programs)
 - registering new students
 - processing tuition payments
 - maintaining attendance records
 - managing rosters and level changes
 - enforcing academy policies
 - assisting in editing enrollment related paperwork
 - preparing and emailing out studio communications to staff/faculty and/or students/parents
- answering phones and questions from students & parents
- assisting staff with office and file organization
- light cleaning and inventory

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.