

EXECUTIVE ASSISTANT TO ARTISTIC DIRECTOR

Position August 2019

Status: Non-Exempt

POSITION SUMMARY

To implement and execute efficient office systems and carry out day-to-day artistic operations of the Dallas Black Dance Theatre.

AUTHORITY RELATIONSHIPS

Responsible to the Artistic Director, Facilities/Operations Manager, Executive Committee and the Board of Directors.

KEY RESPONSIBILITIES (NOT ALL INCLUSIVE)

1. Prompt answering of telephones and accurate recording of messages.
2. Insure prompt distribution and handling of all incoming and outgoing correspondence related to DBDT business operations, finance, and fundraising.
3. Work closely with Facilities/Operations Manager to maintain and manage inventory of office supplies for DBDT business operations.
4. Develop/maintain Dallas Black Dance Theatre's filing systems in accordance with its office policies/administrative systems, and insure that the company's documents and records or activity are maintained through documented systems of controls.
5. Provide office management/computer support to the Artistic Director and other areas of the organization as assigned.
6. Provide general administrative support for artistic activities (including but not limited to) touring, outreach, master-classes, workshops, performances and special events.
7. Create and provide interim follow-up and final reports for City of Dallas and other funders regarding artistic activities as assigned.
8. Periodically review productivity/efficiency of existing administrative procedures and recommend changes.
9. Attend designated meetings and represent Dallas Black Dance Theatre at designated community, fundraising and publicity events.
10. Coordinate Artistic Director's calendar of events and Company's critical events calendar.

11. Support the policies and goals set by Dallas Black Dance Theatre's Board of Directors.
12. Work closely with the Facilities/Operations Manager to assist with coordination of major projects (i.e. fundraising events, conferences, festivals, etc.).
13. Other duties assigned by the Artistic Director and/or Executive Director.

REQUIRED SKILLS

EDUCATION AND EXPERIENCE REQUIREMENTS

1. Bachelor's Degree required.
2. Demonstrated knowledge and 1-3 years of job-related experience in administrative support.
3. Experience in managing projects and special events a plus.
4. Experience in working with shared leadership and with cross-functional teams.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Excellent verbal and written communication skills that include the ability to write effective business memos and correspondence.
2. Ability to effectively work with professional staff, develop good relationships with a wide range of people and build a collaborative work environment.
3. Ability to solve problems in a strategic and tactical manner and use good judgment in making decisions.
4. Ability to work independently, use self-initiated follow-up to meet deadlines and proven ability to successfully manage multiple projects concurrently.
5. Well-organized, self-motivated, goal-oriented and flexible.
6. Excellent skills in customer relations, customer service and vendor management.
7. Excellent skills in Microsoft Word and Excel programs.
8. Able to work flexible schedules including evenings, weekends and holidays.

Compensation: \$12-\$15 (plus benefits) depending on experience

Interested parties should send cover letter, resume with Executive Assistant to the Artistic Director in the subject line to c.conner@dbdt.com by August 16, 2019.

Principals Only. No employment agencies.
No phone calls please.