

ARTISTIC ADMINISTRATIVE ASSISTANT

Status: Non-Exempt, Full-Time

DALLAS BLACK DANCE THEATRE



RELENTLESS EXCELLENCE

POSITION SUMMARY

Dallas Black Dance Theatre, a Non-Profit Arts Organization in Downtown Dallas is seeking an Artistic Administrative Assistant to implement and execute efficient office systems and carry out day-to-day artistic.

KEY RESPONSIBILITIES (NOT ALL INCLUSIVE)

1. Prompt answering of telephones and accurate recording of messages.
2. Ensure prompt distribution and handling of all incoming and outgoing correspondence related to DBDT business operations, finance, and fundraising.
3. Work closely with the Director of Operations to maintain and manage inventory of office supplies and to assist with coordination of major projects (i.e., fundraising events, conferences, festivals etc.).
4. Develop/maintain Dallas Black Dance Theatre's filing systems in accordance with its office policies/administrative systems and ensure 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 staff and other areas of the organization as assigned.
6. Provide general administrative support for artistic activities (including but not limited to) touring, outreach, masterclasses, 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 department calendar of events and the company's critical events calendar.
11. Support the policies and goals set by Dallas Black Dance Theatre's Board of Directors.
12. Other duties assigned by the Artistic Director and/or Executive Director.

REQUIRED SKILLS

EDUCATION AND EXPERIENCE REQUIREMENTS

1. Bachelor's Degree preferred.
2. Demonstrated knowledge and 3-5 years of job-related experience in administration and office systems.
3. Experience in working with shared leadership and with cross-functional teams.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

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

Compensation: \$16.00 to \$18.00 per hour, based on experience

Interested parties should send cover letter, resume and salary requirement to jobs@dbdt.com by October 15, 2021.

Principals Only. No employment agencies.

No phone calls please.