

ADMINISTRATIVE & ARTISTIC ASSISTANT

Job Description

Status: Full-Time, Non-Exempt



ABOUT DALLAS BLACK DANCE THEATRE

Dallas Black Dance Theatre is an internationally recognized professional dance company that presents contemporary modern dance from the African American experience.

JOB SUMMARY

The Administrative & Artistic Assistant will support the Artistic Department in its administrative responsibilities as well as theater productions.

KEY RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Prompt answering of telephones and accurate recording of messages.
- Assist with productions as being a point of contact for a performance series and touring for the theater.
- Ensure prompt distribution and handling of all incoming and outgoing correspondence related to DBDT business operations, finance, and fundraising.
- 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.).
- 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.
- Provide office management/computer support to the artistic staff and other areas of the organization as assigned.
- Provide general administrative support for artistic activities (including but not limited to) touring, outreach, masterclasses, workshops, performances, and special events.
- Create and provide interim follow-up and final reports for City of Dallas and other funders regarding artistic activities as assigned.
- Periodically review productivity/efficiency of existing administrative procedures and recommend changes.
- Attend designated meetings and represent Dallas Black Dance Theatre at designated community, fundraising and publicity events.
- Coordinate artistic department calendar of events and the company's critical events calendar.
- Support the policies and goals set by Dallas Black Dance Theatre's Board of Directors.
- Other duties assigned by the Artistic Director and/or Executive Director.

QUALIFICATIONS

- Bachelor's Degree preferred.
- Knowledge and experience with facility requirements including lighting, sound, stage, and production, budgets, and technical elements required for professional dance production.
- Demonstrated knowledge and 3-5 years of job-related experience in administration and office systems.
- Experience in working with shared leadership and with cross-functional teams.
- Excellent skills in Microsoft Office.
- Excellent verbal and written communication skills that include the ability to write effective business memos and correspondence.
- Ability to effectively work with professional staff, develop good relationships with a wide range of people and build a collaborative work environment.
- Ability to solve problems in a strategic and tactical manner and use good judgment in making decisions.
- Ability to work independently, use self-initiated follow-up to meet deadlines and proven ability to successfully manage multiple projects concurrently.
- Well-organized, self-motivated, goal-oriented, and flexible.
- Excellent skills in customer relations, customer service and vendor management.
- Able to work flexible schedules including evenings, weekends, and holidays.

COMPENSATION

Salary based on experience; ranges from \$16.00 to \$18.00 per hour. Dallas Black Dance Theatre's benefits include employer-provided health, dental and vision insurance, life insurance, and a retirement plan.

To apply for this position, email your cover letter, resume and salary requirement to jobs@dbdt.com. No phone calls, please.