

Assistant to the Artistic Director and Executive Director

Rochester City Ballet seeks an ambitious, self-starter with the magical ability to always know where car keys may be located. Assistant must possess initiative and the ability to follow-through on projects. If you are outgoing and enjoy meeting new people you will succeed in this job. An added plus will be an interest in data-driven decision making. Office includes fans of *Dr. Who* and dog lovers. The tea kettle is always on.

Must be fluent in all Office Suite products (word, excel, power point) and have the ability to type at least 50 wpm.

Responsibilities include:

- Maintaining donor database
- Producing correspondence to donors and board of directors
- Taking notes for the Artistic Director
- Scheduling
- Ability to reply quickly to email and maintain organized online communication
- Answering the phone and taking messages
- Preparing board materials (i.e. copying)
- Running errands (not picking up people's dry cleaning but picking up comp tickets, extra postcards from the mail house, dropping off posters, etc...)
- Editing marketing mailing lists

Position could include some event planning depending on the successful applicant's level of interest.

Some evenings and weekend work will be required but we offer flexibility in your schedule.

Must be able to lift 40 pounds, speak on the phone, work amid noise, and climb a ladder.

Salary offer starts at \$25,000 and includes a month's vacation and five personal days. RCB pays for 50% of health insurance (the full bill is currently \$346 a month) and 30% of dental.

Send cover letter stating your qualifications and interest in the position along with a resume to search@rochestercityballet.org. Applications without a cover letter will not be accepted. No phone calls please.