



BalletRox is seeking a part-time administrative assistant for our BalletRox Dance! (BRD) after-school dance program for our school year (October 2021 - June 2022). This position would include in-person hours every Saturday (8 am - 4 pm) at our home studio location in Spontaneous Celebrations in Jamaica Plain through our school year and would be flexible with remote hours. (There can also be an opportunity to edit in person hours to Wednesday evenings 4 -7 and Saturday mornings.) All in person hours can be amenable with further discussion. 15 hours a week at \$25/hr. This position would report directly to Ellice Patterson, BalletRox Executive Director.

Tasks include but are not limited to:

- Assisting with the various paperwork needed to ensure each family completes the necessary paperwork to participate in the programming (invoicing, registration, waivers, etc.) as well as assisting with any attendance calls for classes
- Assisting to run our busiest Saturday in cleaning studios, managing dancewear for students and BalletRox, being the first point of contact for all incoming community members, assisting in check-in and more
- Communicating with community members and families who may contact BRD with concerns and questions
- Calling/emailing various community groups within our the greater Boston area to promote our programming
- Following up with community members during the week and maintaining regular check-ins with the Executive Director.

Requirements:

- Strong interest in equity based dance education and promoting intersectional racial equity externally and throughout the organization
- HS Degree
- Ability to multitask in a busy environment
- Detail oriented
- Experience working with G Suite (Gmail, Docs, Sheets, and more)
- Experience working with Microsoft Office suite – Word, Excel, Powerpoint
- Experience learning new technology/database management
- Comfortable greeting community members and fielding questions
- Ability to self-motivate and work independently
- Strong work ethic

Please reach out to ellice@balletrox.info with a resume and cover letter if you are interested.