



Maryland Youth Ballet (MYB), a 53 year-old classical ballet training institution in the DC Metropolitan region seeks a full-time **Front Desk Administrative Assistant**. This position offers opportunities for growth to support MYB's leadership team.

## QUALIFICATIONS

The ideal candidate should have:

- A minimum of 1 year work experience.
- A high level of organization; good energy and able to work at a fast-pace.
- Excellent customer service skills with superb verbal and written communication abilities.
- Experience using MindBody Online and Google Workspace or a strong willingness and a capability to learn.
- A working knowledge of ballet and dance.

Candidates who are fluent in Spanish are encouraged to apply.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- This is a full-time 40-hour per week position. Those 40 hours are broken down into:
  - Front Desk: 30-36 hours per week (5 shifts per week)
  - Event Shifts: 4 shifts per quarter (staffing MYB performances, rehearsals, special events)
  - Office Coverage: 4 shifts per quarter (for other office staff sick and/or personal leave)
- Candidates must be available for a fixed weekly schedule of day and night shifts including a mandatory Saturday or a Sunday shift.

## COMPENSATION

- MYB offers competitive pay as well as:
  - Retirement benefits
  - Complimentary adult classes
  - Discounted dependent tuition (up to two)
- Starting salary will be based on relevant experience together with administrative skills and ranges from \$33,000 to \$38,000 with expected growth after the first 6 months of employment.

## TO APPLY

To apply, please send a resume and cover letter to: [hr@marylandyouthballet.org](mailto:hr@marylandyouthballet.org). Please use the subject line: "Administrative Assistant".

MARYLAND YOUTH BALLET IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS FROM DIVERSE BACKGROUNDS ARE STRONGLY ENCOURAGED TO APPLY.