



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

QUALIFICATIONS

The ideal candidate should have:

- A minimum of 3 years experience working in nonprofit arts organizations.
- The desire to settle into a long-term position.
- 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 range from \$40,000 to \$43,000 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. Please use the subject line: "Administrative Associate".

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