

SAMPLE

Keystone Manufacturing Inc. Administrative Intern

Pittsburgh Ballet Theatre is a major cultural organization consisting of a professional ballet company of thirty dancers that perform regularly in Pittsburgh's Cultural District and on tour throughout the region and beyond, the PBT School with an internationally renowned professional training program, and an education and community engagement arm that reaches into diverse communities to broaden access and inspire youth and adults with the power of dance and dance training.

Overview

Reports to the Administrative Manager

Responsibilities

This position will join the executive support team with duties ranging from project management, patron engagement, internal and external communications and customer service. This position will provide support to the employee committees including affinity groups, the employee engagement committee, the safety committee and staff training sessions. Duties include scheduling in person and zoom meetings and taking minutes and tracking follow up action items.

Execute with "people first" approach and implementing current project management software.

- Reports to Administrative Manager
- Participates in weekly management meetings
- Manages assigned constituent calendars
- records and tracks objectives and key results that arise within planning groups

Requirements

- Demonstrated track record in administrative role
- BS Degree in Computer Science, Communications, or a related field (or equivalent level work experience in lieu of education).
- Experience with database technologies
- Strong interpersonal skills
- Commitment to inclusion, diversity, equity and access (IDEA)
- Passion for the performing arts, preferably dance
- Demonstrated track record of successfully completing multiple customer implementation projects, working in a complex organization

Experience

- *Ideal candidate will have had experience and attained proficiency in performing arts disciplines*
- *Will possess a desire to entire arts management field*
- Passion for the non-profit sector and the notion of a mission driven organization

-

Education

- *high school diploma with college degree or equivalent life experience*
- Conservatory level training in performing arts discipline (music, voice, dance)

Key Competencies

- Customer-first approach
- Partnering and teamwork
- Ability to work with little oversight
- Attention to detail
- Very organized / Methodical
- Critical / Analytic / Objective
- Data collection, management and analysis skills
- Excellent communication skills, both verbal and written
- Team oriented and personally committed to continuous improvement
- Demonstrate ability to interface effectively and positively with all members of the organization, suppliers and customers
- Computer literacy for basic Microsoft Office applications and Google platform

Please forward resumes to: hferis@pittsburghballet.org