

BOSTON BALLET

MIKKO NISSINEN ARTISTIC DIRECTOR
MING MIN HUI EXECUTIVE DIRECTOR

Assistant to the Executive Director

Boston, MA – Executive Department

Description

The heart of Boston Ballet is the human experience. Through our living and breathing art, we forge human connections—between artist and attendee, teacher and trainee, friend and newcomer, one's outer and inner self. We believe that the community of employees that makes dance possible is better together when talented individuals with varied life experiences, identities, races, cultures and ideas are welcomed, encouraged, and heard.

The Assistant to the Executive Director provides high-level administrative support to the Executive team. This hourly (non-exempt), full time role fulfills essential functions for the success of the Executive Director, her internal and external relationships, and Boston Ballet as a whole. As a member of the Executive team, the individual in this position serves as a representative of the organization to a vast array of valuable constituents.

Key Responsibilities

- **Administrative Support to Executive Director**
 - Manage Executive Director's calendar, reservations, and internal communications
 - Support Executive Director in managing a development portfolio including scheduling visits, invitations to stewardship events, etc.
 - Critically review and draft important documents and messages for distribution
 - Facilitate effective, executive-level communication with internal team members and external constituents
 - Track Executive correspondence and other important details in Tessitura (enterprise customer relationship management software)
 - Handle various administrative tasks such as Executive department expenses

- **Board Engagement, Recruitment & Governance**
 - Handles board meeting logistics including meeting reminders, room/Zoom set up, and material distribution
 - Help the Chief of Staff prepare meeting agendas and materials
 - Working closely with the Development department to send and track event invitations
 - On occasion, attend evening meetings or events to take minutes and staff Executive Director at functions
 - Become an expert in the Ballet's bylaws and track Board member term limits and governance activity (i.e. committee membership, officer positions, etc.)
 - Coordinate board recruitment activity, including pipeline management and action step tracking in Tessitura

- Support Executive Director in leveraging her network to engage prospects and community partners in the Ballet's work (i.e. invitations to events and performances, greeting in the theater, etc.)
- Special Projects
 - As assigned, manage projects that touch multiple departments, collecting input and driving towards deadlines
 - In addition, using creative, proactive problem solving and innate organizational skills the ideal candidate may grow this role by adding value beyond the listed functions

Please use this [link](#) to apply and be sure to include a cover letter and resume with your application in order to be considered for the role.

Qualifications

- Bachelor's Degree or equivalent experience
- 1-2 years of experience, with a proven track record of strong organizational skills, constituent relations experience, and superior professionalism and judgment
- Excellent writing and verbal communication skills
- Precision, attention to detail, and strong sense of ownership
- Flexibility; ability to thrive in a fast-paced environment with multiple priorities
- Ability to represent Boston Ballet and the Executive Director with warmth and professionalism to multiple constituencies, including staff, donors, and Board members
- Experience handling confidential or sensitive information with discretion
- Proficiency with Microsoft Outlook and Word; facility with Excel and Powerpoint; willingness to learn basic functions in Tessitura database
- Enjoyment of (or curiosity for) the performing arts/entertainment business
- Positive attitude, sense of humor, and proactive willingness to add value
- Willingness to work a hybrid schedule of at least two days in the office and some evening events

Benefits

- BCBS HMO health insurance plan with zero deductible
- BCBS dental insurance with employer providing 100% annual premium for individual coverage
- Flexible Spending Accounts (FSAs) – health and dependent care
- Employer-paid life and disability plans
- Immediate access to 403(b) retirement savings plan featuring both pre-tax and Roth options
- Ability to purchase MBTA passes on a pre-tax, payroll deduction basis up to IRS monthly limit
- Paid time off – holidays, vacation, personal, and sick days
- Free adult dance classes
- Complimentary tickets to Boston Ballet performances

Boston Ballet is an equal employment opportunity employer