



**Job Description**  
**Office Assistant, School of Nashville Ballet**

**Reports To:** School Manager

**Area of Responsibility:** Administrative

**Wage Classification:** Part-time, Hourly

**Salary Range:** \$10 per hour

**Position Summary:** The School of Nashville Ballet seeks an enthusiastic customer service-oriented professional that enjoys engaging with parents and students in a high volume environment. This outgoing Office Assistant will report to the School Manager and work closely with the School Registrar on day to day school operations. Must enjoy interacting with children and families.

**Essential Functions and Responsibilities:**

- Answering phones
- Greeting and directing parents and students upon entry
- Forwarding mail and messages appropriately
- Maintaining a tidy front office and lobby area
- Collecting tuition payments and updating student information using Mind/Body software
- Filing student records
- Coordinating faculty timesheet distribution
- Inventorying supplies
- Opening and closing the building at the start and finish of each shift.

**Work Schedule:**

- Part time hours available Monday through Saturday
- Mornings, afternoons, evening shifts available

**Dates of employment for 2014-2015 school year:**

December 1 to 22

January 5 to May 2

May 26 to July 25 (schedule may vary due to summer programs)

**To Apply:**

To be considered for the position, please email the items below in **one PDF-formatted file** with your name as the filename, i.e. JohnSmith.pdf, to [careers@nashvilleballet.com](mailto:careers@nashvilleballet.com). Include "Office Assistant" as the email's subject line.

1. A substantive cover letter including the following information: where you found the position listed, your interest in the position and the organization, the date you are available to start, and contact information for three professional references.
2. A résumé no longer than 2 pages outlining your educational and professional experience.

Incomplete submissions will not be considered nor will submissions sent via postal mail or fax.

**No calls please** (we mean it). Thank you!

Prospective applicants are strongly encouraged to review our website at [www.nashvilleballet.com](http://www.nashvilleballet.com) prior to submitting materials for consideration.

**Company Philosophy:** All employees are expected to promote and advocate for Nashville Ballet and its mission both inside and outside the organization. Likewise, they are expected to support the following Enduring Values:

- We believe in the transformative power of art.
- We inspire appreciation for the art of ballet.
- We strive for excellence with integrity in all we do.
- We respect one another and the art form.

**Physical Demands:** The physical demands described here are a non-exhaustive list of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to handle, feel, talk and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulder. The employee is frequently required to sit and occasionally stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the noise level in the work environment is usually low to moderate.

**Work Requirements and Qualifications:**

- Experience using MS Office - Word/Excel/Outlook
- Highly organized, detail-oriented
- Excellent communication skills, both written and verbal
- Willingness to learn Mind Body software
- Able to work independently with little supervision or as part of a diverse team
- Professional attitude and appearance

**Disclaimer Statement:**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate description of the current job, it may require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).

Nashville Ballet is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a disability, which would not prevent the performance of essential job duties with, or without reasonable accommodation of any other protective status. Nashville Ballet is a drug-free workplace. Final candidates may be subject to criminal background checks, specifically due to work with minor children in the school.