



louisville ballet

JOB DESCRIPTION

TITLE: Administrative Assistant + Board Liaison

REPORTS TO: CEO - Leslie Smart

EXEMPT/NONEXEMPT STATUS: Exempt

DEPARTMENT: Executive

POSITION(S) SUPERVISED: N/A

SALARY GRADE: Entry

OVERVIEW

The Administrative Assistant + Board Liaison will support the Chief Executive Officer and Artistic Director, as well as serve as the primary steward for Louisville Ballet's Board of Directors. The position will report to the CEO, and work closely with the Board President and Board Secretary. The Administrative Assistant + Board Liaison is responsible for multi-tasking across all core administrative functions of both the administrative and artistic departments, presentation support, and meeting support.

ESSENTIAL JOB FUNCTIONS

1. Coordinate the flow of communications and materials for the executive and artistic director, including scheduling, drafting correspondence, reviewing, and coordinating approval of materials.
2. Manage projects and ensure that priority projects are completed in a timely manner and at a high-quality level.
3. Oversee the directors' calendars, ensuring meetings and events are scheduled, notated, and appointments confirmed. Ensure that in-house meetings for guests are appropriately set up and cleared.
4. Execute administrative functions, including expense reports, office supplies, subscriptions, and files as well as prepare travel arrangements as necessary.
5. Support special projects by conducting research, coordinating cross-functional efforts, and ensuring timely follow-up to meet all project milestones.
6. Schedule Board and Committee meetings, prepare and distribute meeting materials, and ensure that appropriate follow-up is scheduled.
7. Ensure that Board history, lists, census, meeting attendance, and other Board-related materials are current. Prepare meeting minutes for all Board of Directors and Committee meetings in a timely and effective manner. Ensure Board meeting invitations and agendas are prepared and distributed in a timely manner.
8. Assist the Board of Directors and other constituents with requests for special assistance.
9. Perform other duties as assigned.

FORMAL EDUCATION REQUIREMENTS

- Associate or Bachelor's degree in a related field preferred.

WORK EXPERIENCE REQUIREMENTS

- Outstanding communication and relationship-building skills
- Strong project management skills, including accuracy and attention to detail
- Strong diplomacy skills and consistent professionalism are essential; including the ability to always maintain complete confidentiality and discretion
- Proven experience in the ability to multi-task and manage time efficiently.
- Ability to present information concisely and effectively, verbally, electronically, and in writing.
- High level of proficiency related to all core administrative functions, including computer proficiency with expertise in Zoom, Google Docs, Google Sheets, and online research
- Ability to establish and maintain rapport with a broad range of constituents, including Board of Directors, major donors, artists, staff, and patrons in a professional environment.
- Experience or knowledge of ballet preferred.
- Ability to meet frequent deadlines.
- Experience in working independently.
- Potential to work flexible hours and weekends during performances when needed.

LOUISVILLE BALLET OVERVIEW

Louisville Ballet, led by Chief Executive Officer Leslie Smart, CFRE and Artistic Director Anthony Krutzkamp, is an evolved but accessible ballet company committed to boldly and beautifully communicating artistic stories both classic and new. We exist to move, to evoke emotion, to provoke thought, and to challenge perceptions. We are artists, athletes, activists, inventors, and inspirers.

Louisville Ballet has been one of the nation's leading regional ballet companies since 1952.

As the Official State Ballet of Kentucky, Louisville Ballet has worked with some of ballet's brightest lights including Mikhail Baryshnikov, Twyla Tharp, and Wendy Whelan, performed for tens of thousands of people and reached over 20,000 school children throughout the commonwealth with educational programs annually.

MISSION

To inspire, engage and educate the community through moving art.

VISION

To change lives through dance.

CORE VALUES

En Pointe, Passionate, Inviting, Creative