

PITTSBURGH BALLET THEATRE

Executive Assistant
Full-time, salaried position
(\$43-48,000)

ABOUT PITTSBURGH BALLET THEATRE (PBT): Pittsburgh Ballet Theatre has been the region's premier professional ballet company since 1969. Today, PBT is a nationally recognized ballet company of 30 professional dancers, a training institution for over 1,300 students of all ages, and an incubator for dance education and accessibility programs in classrooms, libraries and community centers throughout the region. The company performs a wide-ranging repertoire of classical ballets, contemporary masterworks and new commissions in more than 50 performances annually in theaters, across the region and on tour. We are a team of artists, educators, creatives, leaders and doers. We aim to put our people first, celebrate diversity and inspire the region through our work.

ABOUT THIS POSITION: PBT is seeking a professional, results-driven executive assistant who will act as the executive director's right-hand in the following ways:

1. Provide day-to-day administrative support to the executive director
2. Provide day-to-day operational support to the executive director
3. Act as a project manager in overseeing cross-departmental projects for the senior leadership team
4. Provide support to the PBT Board of Directors

The executive assistant is a key member of the PBT leadership team who will report to the executive director, but also build effective working relationships with all PBT leadership and the Board of Directors. The executive administrator will work to gain a deep understanding of operations at Pittsburgh Ballet Theatre and eventually become able to make strategic recommendations and act on behalf of the executive director internally.

WHAT YOU WILL DO: While no two days are quite the same, you can expect that your day will generally consist of the following:

- Administrative and operational support for the Executive Director
 - Ability to provide remote administrative support
 - Manage the day-to-day function of the executive office
 - Strategic management of the ED's time and priorities
 - Act as a confidential gatekeeper to the executive office
 - Organize and communicate team meetings, board meeting, retreats, etc.
 - Take accurate and detailed notes of group meetings

- Create cohesion and alignment within the administrative leadership team through clear and effective communication from the executive office
- Prepare written communications and presentations for the executive director
- Prepare reports for the executive director
- Project management
 - Manage large cross-departmental projects including calendar, deadlines, priorities and communications
 - Work closely with senior management leaders in carrying out project deliverables
 - Schedule and lead project related meetings
 - Assist in organizing and communicating goals and KPIs for individual projects
 - Brief executive director, when unavailable to attend meetings, on project progress
- Board of Directors
 - Communicate with PBT Board Chair and committee chairs to schedule board meetings
 - Assemble board materials, agenda and packets for distribution prior to board meetings
 - Act as a liaison between the board, executive office and organization
 - Maintain board records, including membership, meeting minutes and other information
 - Take detailed notes at all board meetings
 - Arrange catering for in-person board meetings

WHAT WE ARE LOOKING FOR: PBT is looking for a natural leader with a broad administrative skillset who embodies its core values: Respect each other and embrace our diversity, work hard with integrity and passion, collaborate to ignite new possibilities, innovate at every level within our organization.

- Bachelor's degree in business administration, arts administration or similar field, experience can substitute for degree
- At least 3 years of experience working in a similar role, preferably in a nonprofit organization
- Familiarity with volunteer boards
- Ability to maintain confidentiality, exhibiting professionalism at all times
- Exhibits a strong interest in continually growing a broad understanding of the executive function of a nonprofit organization
- Exhibits high emotional intelligence, ability to forge relationships, assess and align individuals with goals and objectives
- Highly organized with the ability to manage multiple calendars, priorities and on-going projects. "Connects the dots" between the executive office and the organization
- Exhibits excellent written and verbal communication skills and presentation skills

- Required technology competencies include: G-Suite, Zoom, Office applications, general aptitude toward adopting new technology

WHY PBT?

- Full-time, salaried position with competitive pay (\$43,000-48,000 annually, depending on experience)
- Hospitalization, vision, and dental insurance is available after 60 days; short and long term disability is also offered
- 403(b) with employer match
- Competitive paid time off
- Everyone at PBT is a vital team member. Your ideas and your work will impact our students, the organization and the promotion of the artform in our region and beyond

Pittsburgh Ballet Theatre will only employ those who are legally authorized to work in the United States.

This position is a full-time position located in Pittsburgh, Pa. Partial remote work is available for this position and will continue as long as the current public health climate remains a concern. Candidates must live in or relocate to the Pittsburgh area.

Pittsburgh Ballet Theatre is an equal opportunity employer committed to fostering an inclusive and equitable workplace. We provide employment opportunities without regard to age, race, ancestry, national origin, religion, disability, sex, sexual orientation, gender identity or expression, or any other protected status in accordance with applicable law. We will help ensure a comfortable and positive interview experience for applicants. Please let us know how we can accommodate you during the interview process. For the safety of all, interviews are currently being held via Zoom.

Qualified applicants should send an up-to-date resume and cover letter to Lauren Carlini at lcarlini@pittsburghballet.org. No phone calls, please.