Job Title: Administrative Assistant
Company: Kansas City Ballet School

Kansas City Ballet School is seeking a friendly and engaging, hard-working Administrative Assistant beginning September 2023. This individual will help with the daily functions of the Kansas City Ballet School the South Campus and/or the Bolender Center Campus.

Essential Responsibilities:
- Greeting clients, teachers, and students as they arrive for class and assist students to their classrooms quietly and on time.
- Signing clients in for classes via MINDBODY online software
- Receiving and entering payments
- Processing registrations
- Answering the phone and returning voice messages
- Responding to Emails directed towards the School
- Completing opening and closing routines
- Assisting School staff with any necessary tasks

Qualifications:
- Previous customer service experience
- Punctual, dependable, self-motivated, and respectful, customer-focused
- Quick learner, ability to be flexible
- Appreciation and love for dance
- Supportive of the philosophy and mission of the School and Company
- Employment is contingent upon acceptable results of background check
- Ability to be flexible and attend meetings when requested.

Hours:
Part-time, approximately 10-20 hours per week anticipated. Must be available for afterschool, evening and Saturday hours with occasional overtime.

Pay:
$12-16 per hour

To Apply:
Please send resume and cover letter to mcameron@kcballet.org to the attention of Monica Cameron, School Operations Manager. Applications will be accepted until the position is filled. Please include "Administrative Assistant" in the subject line. Kansas City Ballet is an equal opportunity employer committed to creating and sustaining a culture that values diversity, inclusion, equity and belonging. It is highly recommended that applications are submitted as soon as possible because first reviews are expected to be conducted one-week after posting.