

Job Title: Administrative Assistant

Company: Kansas City Ballet School

Kansas City Ballet School is seeking a friendly, efficient, self-motivated Administrative Assistant beginning January 2025. This individual will help with the daily functions of the Kansas City Ballet School's South Campus (Prairie Village, KS) and/or the Bolender Center (Kansas City, MO).

Essential Responsibilities:

- Completing opening and closing routines
- Checking and restocking hygiene items as necessary
- Greeting clients, teachers, and students as they arrive for class
- Signing clients in for classes via MINDBODY online software
- Processing point-of-sale transactions
- Answering the phone and returning voice mail messages
- Responding to emails directed towards the School
- Adhering to companywide Health and Safety protocols
- Assisting School staff with any necessary tasks or projects as needed

Successful candidates will possess the following qualifications and characteristics:

- High School Diploma
- Previous customer service experience (retail preferred) and excellent communication skills
- Punctual, dependable, self-motivated, and respectful
- Eager to learn, ability to learn quickly, and comfortable asking for help when needed
- Experience interacting with diverse people of all ages, abilities, and backgrounds
- Appreciation and love for dance, music, and the Arts
- Supportive of the philosophy and mission of the School and Company
- Ability to be flexible and attend meetings when requested

Hours: Part-time, approximately 10-20 hours per week. Shifts are a minimum of 4 hours. Must be available for after-school, evening and Saturday hours with occasional overtime.

Pay: \$14 per hour

To Apply: Please send resume and cover letter to ccollado@kcballet.org to the attention of Courtney Collado, Kansas City Ballet School Operations Manager. Please include "Administrative Assistant Opening" 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.

Employment is contingent upon acceptable results of background check

Applications will be accepted until the position is filled.