Position Description: Administrative Assistant
Reports To: Executive Director and Chief Advancement Officer
Type: Full-time with benefits
CDLE COMPS Order: Non-Exempt

Company Overview
Colorado Ballet Company is a Denver based non-profit organization celebrating 62 years of excellence. Colorado Ballet’s is to present exceptional classical ballet and contemporary dance through performances, training, education and community engagement while inspiring and growing an increasingly diverse audience base. Under the direction of Artistic Director, Gil Boggs, Colorado Ballet presents more than 50 performances annually to sold-out audiences in the 2,080-seat Ellie Caulkins Opera House.

The Raydean Acevedo Colorado Ballet Academy serves over 1,200 students each year, from toddlers to seniors. Colorado Ballet’s Education and Community Engagement programming engages with students, teachers, families, people with disabilities, and lifelong learners, making more than 35,000 contacts in 300 schools and organizations annually.

Position Overview
Colorado Ballet is seeking an experienced and highly motivated individual to help support the Executive Director (ED) and the Chief Advancement Officer (CAO). This position will be responsible for a wide range of administrative support. The ideal candidate is highly professional, and capable of managing their workload and prioritizing tasks in a fast-paced performing arts environment.

Key Duties and Functions
- Acts as the administrative point of contact for ED and CAO and internal/external stakeholders
- Maintains calendars and schedules meetings, conferences, zooms, and travel
- Drafts formal letters and email correspondence, as well as administrative requests for certificates and contracts
- Maintains confidence and protects the organization by keeping information confidential
- Logs donor contact reports in the Tessitura donor database
- Collects documentation, assigns coding, and submits ED’s expenses to the accounting team
- Maintains agenda and meeting notes for select Senior Team meetings
• Other job-related tasks as needed to support the administrative functions of Colorado Ballet

**Position Requirements**

• Relevant work history required
• Professional training or formal education preferred
• Must have excellent verbal communication with internal and external stakeholders of the organization
• Experience with professional business writing such as memos, emails, formal letters, and meeting agendas
• Excellent organizational and time-management skills
• Creative problem-solver
• Proficiency in Microsoft Office suite, specifically with Outlook, Word, and Excel
• Experience with Zoom, DocuSign, Adobe preferred
• Travel is not required
• Some flexibility in hours and remote work

**How To Apply**

Application deadline is July 21, 2023. Please send your cover letter and resume and to:

[HR@ColoradoBallet.org](mailto:HR@ColoradoBallet.org)

Submissions without these required items will not be considered. No phone calls, please.

Colorado Ballet Company is an Equal Opportunity Employer. To fulfill our mission, Colorado Ballet is dedicated to building and sustaining an organizational culture grounded in diversity, inclusion, accessibility, and belonging. We are committed to hiring people who reflect and represent the rich diversity of the children, families, and communities with whom we work. Black, Indigenous, people of color, persons with disabilities, persons from underrepresented ethnic groups, immigrants, and members of the LGBTQIA+ community are especially welcome and strongly encouraged to apply.

**Colorado Equal Pay for Equal Work Act (SB 19-085) Information:**

Salary Range:  $40,000-45,000
Competitive paid time off and holidays
Comprehensive benefits package including LTD, medical, dental, and vision plans
401(k) retirement plan with employer match