



**Goh Ballet Academy Canada**  
**Position: Administrative Associate**

We are currently looking to hire a full time Administrative Associate to support administrative functions, scheduling, basic accounting, and special events undertaken at the Academy. With steadfast commitment to the promotion and professional representation of ballet for over 40 years, Goh Ballet offers vibrant, innovative and diverse dance educational experiences to students, taught by award winning instructors. Goh Ballet is seeking an enthusiastic and dedicated individual who is passionate about the Arts and thrives most in a small, dynamic team.

**Core Responsibilities:**

In conjunction and cooperation with the Administrative staff, and under the direction of the Director, Deputy Director and Business Manager:

- Reception and front office functions, including liaising with parents, students and guests, registering students for programs, communicating core messages to the Academy community;
- Coordinate daily scheduling of faculty, pianists and students for regular classes, private lessons, special rehearsals and events;
- Administrative transactions, including upkeep of scholarships and audition needs, and assisting with legal documentation support for visiting guest artists, international students and guest teachers;
- Accounting, including tracking AP and AR and submitting account reports; processing of tuition fees, and payments;
- Support for special events, including general coordination and on-site assistance at performances, competitions, Master Classes, and other special activities undertaken by the Academy;
- Marketing and communications support, including assisting with upkeep of social media accounts, copy writing, and proof reading digital content including newsletters and marketing materials;
- Technical & Design support, maintaining and updating online registration portal, design marketing notices, brochures, posters.
- Website Updates: periodic updates on program pages

**The successful candidate will have the following skills:**

- Strong organization, critical thinking, and communication skills;
- Is results-driven, detail-oriented and meticulous; adapt in a fast-paced environment;
- Willingness to perform a variety of tasks related to organization, coordination, and administration;
- Thorough knowledge of Microsoft Office applications and complete administrative computer tools;
- Experience with social media content management, content writing and email marketing tools such as MailChimp; design and website maintenance;
- Financial literacy and experience with AR, AP and vendor management;
- Ability to work occasional evenings and weekends.

**EDUCATION/EXPERIENCE:**

- Bachelor degree or equivalent years (2-5) of practice experience in Business Administration, and working basic knowledge in current accounting, HR and marketing practices;
- Experience working in a professional office environment and performing a range of administrative functions;
- Strong organizational capabilities and experience in drafting reports and presentations;
- Demonstrated knowledge of Microsoft Word, Excel, PowerPoint, Publisher and Outlook.
- Knowledge of Chinese or other languages is an asset.
- Prior experience in the Arts or not-for-profit sector an asset

**Please email a resume with any writing samples to Hiring Manager: [positions@gohballet.com](mailto:positions@gohballet.com), Subject header: Administrative Associate Application.** All applications will be reviewed. We thank you for your interest and will only be contacting qualified applicants. No phone calls please. Remuneration: Starting at \$43K annually dependant on experience. Start date: TBC