



**Goh Ballet Academy Canada**  
**Full-time Position: Administrative Associate**

We are currently looking to hire a full time Administrative Associate to support administrative functions, scheduling, reporting, 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 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, receipt and processing of tuition fees and payments
- Coordinate scheduling of faculty, pianists and students for regular classes, private lessons, special rehearsals and events;
- Administrative reporting, including submitting weekly reports for AP and AR for group and private lessons, upkeep of event management documents, and assisting with documentation support for visiting guest artists, international students and guest teachers;
- Support for special events, including general coordination and on-site assistance at performances, competitions, Master Classes, and other special activities undertaken by the Academy.
- Technical support, maintaining and updating online registration portal, assisting parents with accessing their accounts
- Copy writing, contribute content to newsletters
- Project manage recurring seasonal events

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

- Strong organization, critical thinking, and communication skills;
- Is results-driven, detail-oriented and meticulous;
- An ability to multitask, set priorities, meet deadlines and adapt in a fast-paced environment;
- Willingness to perform a variety of tasks related to organization, coordination, and administration;
- Ability to keep calm and professional under pressure and in changing conditions;
- Thorough knowledge of Microsoft Office applications and complete administrative computer tools;
- Experience with email marketing tools such as MailChimp and content writing
- Financial literacy and experience with AR, AP and vendor management
- Ability to work evenings and weekends

**EDUCATION/EXPERIENCE:**

- 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: [tyee@gohballet.com](mailto:tyee@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 \$45K annually

Start date: January 4, 2022