

Goh Ballet Academy Canada

Job Title: Executive Assistant to the Director

Location: Vancouver, B.C.

Goh Ballet Academy is one of Canada's pre-eminent ballet training institutions, with an enviable international reputation for excellence. Established in 1978, the Academy is now under the direction of Chan Hon Goh, former Principal Dancer of The National Ballet of Canada. People are at the heart of our success. We are passionate about bringing great dance experiences to the widest possible audience; about giving the world's best creative talent the stage it deserves; and about providing our people and partners with opportunities to realize their full potential.

POSITION OVERVIEW

We are currently looking to hire a full-time Executive Assistant to handle multiple responsibilities, utilize different software for keeping records, implement strategies. The suitable candidate would also provide vital information management, organizational, and administrative support to the Director at the Vancouver location. If you possess the majority of the essential criteria, we encourage you to apply, and we welcome transferable skills from other industries or backgrounds.

CANDIDATE DESCRIPTION

You are thoughtful and trustworthy, yet resilient, flexible and willing to do what it takes to get the job done to improve our organization and support the Director's every need. You understand our core values and can play a part in advancing administrative processes, overall operations, and the important work of Goh Ballet Canada. You are extremely organized, detail-oriented and self-motivated individual. You have experience providing administrative support to high-level executives and can work independently with minimal instruction.

- Post-secondary degree in a related field. (Business administration, arts administration, communications). Equivalent work experience will be considered.
- 3+ years, experience as an Executive Assistant, or in a similar supporting role.
- Excellent verbal and written communication skills.
- Ability to work in a fast-paced environment.
- Comfortable with technology, specifically using Microsoft Office 365, G-Suite; Canva or Adobe Creative Suite an asset.
- Creative and innovative thinking in relation to problem solving; if you don't know something, you'll seek out the answer.
- Flexible, adaptable, robust, and resilient, willing to go above and beyond. You'll care about the little details that make the Director's day run more smoothly or that make a difference to stakeholders.
- Excellent customer service mindset and the ability to deliver to a high standard of competence.
- Excellent presentation skills.
- The ability to work well under pressure and a proven ability to prioritize, manage and meet conflicting deadlines.
- Desire to grow with Goh Ballet Canada, taking on increased responsibility and a diverse range of duties as needed.

DUTIES

Administrative Support:

- Provide full secretarial and administrative services i.e. word processing, organising diaries, travel arrangements, and dealing with, and acting upon, written correspondence and telephone messages, confidential filing, etc. for the Director.
- Conserves the Director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications.

- Represents the Director by attending meetings in the Director's absence, acting as a spokesperson for the company.
- Strong organizational and time management skills including maintaining the Director's appointment schedule by planning and scheduling meetings, classes, conferences, and travel.
- Prepares reports for the board of directors by collecting and analyzing information.
- Prepare budgets, reconcile, and track related income/expenses.
- Effectively contributes to administrative team effort by accomplishing related results as needed.
- Support to colleagues as delegated by the Director. These tasks could include but are not limited to:
 - Annual recruitment targets and retention
 - All events, presentations and productions
 - Fundraising initiatives
 - Marketing, PR and Communication Initiatives
- Provide support to the wardrobe department acting as a bridge between artistic and administrative responsibilities relating to productions and events.

Operations & Facilities Coordination:

- Assist to increase the efficiency of Goh Ballet's operations through creative improvements, coordination and communication.
- Oversee facility cleaning, hygiene, safety and maintenance and keep track of facility assets.
- Ensure meeting preparation is carried out and any rooms are booked and set up in advance with all necessary equipment and refreshments.
- Manage IT infrastructure including hardware, software, network, security and backup, support and maintenance, connectivity issues, troubleshoot other IT problems.
- Contribute to the IT Strategic Plan.
- Manage vendor relations.

SALARY & BENEFITS

- Salary: dependent on experience.
- Paid vacation and sick days, time-in-lieu.
- Travel
- Start Date: Immediate.

APPLICATION

In your application, please send your resume/CV and a cover letter expressing why you are the right person for this job and indicate your salary expectations. **Please email positions@gohballet.com. Subject Header: Application for Executive Assistant.** All applications will be reviewed and considered. We thank you for your interest in this position; however, we will only be contacting those selected for interviews.

Should you require any accommodation through the application process due to disability we will happily work with you to support your expression of interest in this role and will ensure all interested candidates are considered equally.

To all those that expressed interest, thank you for considering Goh Ballet Academy as your future employer. It is a very special place to work, and we hope each of you finds the best career path that compliments your experience and interest.

Goh Ballet is committed to employment equity through a process which identifies and eliminates any discrimination in the organization's employment procedures and policies. We encourage applications from qualified individuals who identify as LGBTQ2+, First Nations, Inuit & Métis, people of colour, and people with disabilities. The position will remain open until it is filled.