

Goh Ballet Academy Canada

Job Title: Administrative Associate

Location: Toronto/North York, ON.

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 Administrative Associate 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 Academy at the Toronto/North York 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 a dynamic, nimble, organized, detail-oriented and self-motivated individual. You have experience providing project management and administrative support to high-level executives and can work independently with minimal instruction. You are thoughtful and trustworthy, yet resilient, flexible and willing to do what it takes to get the job done to improve our organization. You understand our mission and can play a part in advancing administrative processes, overall operations and the important work of Goh Ballet Canada.

- Excellent verbal and written communication skills with great customer service mindset and the ability to deliver to a high standard of competence.
- Ability to work in a fast-paced environment and assist in organizing priorities and deadlines.
- Comfortable with invoicing, payment tracking and technology, specifically using Microsoft Office Suite, G-Suite, & Canva.
- Flexible, adaptable, robust, and resilient, willing to go above and beyond. You'll care about the little details that make the Academy run more smoothly or that make a difference to stakeholders.

- 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 administrative services i.e. communications with parent communities, collection of fees, word processing, telephone messages, confidential filing, etc.
- Researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications.
- Continue to build the administrative processes of the academy with strong organizational skills.
- Assisting with the Artistic Staff appointment/meeting schedule, class schedule, conferences, and travel bookings.
- Prepare budgets, reconcile, and track related income/expenses.
- Contribute to tasks which 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 Support:

- Supervise 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.

Salary & Benefits

Salary: \$41,600+, Dependent on experience.

Paid vacation and sick days, time-in-lieu.

Start Date: November 22, 2023

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:

h.thompson@gohballet.com

Subject Header: Application for Administrative Associate. 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.

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 color, and people with disabilities. The position will remain open until it is filled.