

## Goh Ballet Academy Canada

**Job Title:** Senior Executive Assistant to the General & Artistic Director

**Location:** Vancouver, BC (Metro Vancouver)

**Position:** Full-Time, On-Site

**Salary:** \$65,000 per year

**Deadline:** Until Filled

**Goh Ballet is seeking a Senior Executive Assistant to the General & Artistic Director in Vancouver, BC.**

Goh Ballet Canada is one of Canada's leading classical ballet institutions. Established in 1978 and now under the leadership of Chan Hon Goh C.M., D.Litt., former Principal Dancer of The National Ballet of Canada, the academy is renowned for artistic excellence in dance education and performance productions. We are expanding to a new location, creating exciting opportunities to grow operations, programming, and community engagement. This is a pivotal time to join a high-performing organization at the forefront of classical ballet in Canada.

### POSITION OVERVIEW

The **Senior Executive Assistant to the General & Artistic Director** is a central figure in the smooth operation of Goh Ballet Canada. This position is pivotal, supporting the Director in all aspects of administration, marketing, communications, and event coordination.

The ideal candidate is **highly dedicated, exceptionally organized, proactive**, and able to **anticipate needs before they arise**. You thrive in a fast-paced environment, approach challenges with **resourcefulness and discretion**, and have **strong attention to detail**. You communicate clearly, professionally, and confidently with both internal teams and external partners.

This role also carries significant responsibility in **marketing and communications**, including social media strategy, content creation, website coordination, and promotional campaign management, making it an exciting opportunity for candidates with creativity and strategic thinking.

### KEY RESPONSIBILITIES

#### Executive and Administrative Support

- Proactively manage the Director's demanding schedule, anticipating needs and adjusting priorities in real time.
- Act as a resourceful and fast-acting administrative partner, independently resolving scheduling conflicts and addressing time-sensitive matters with sound judgment.
- Draft, edit, and prepare correspondence, reports, and briefing materials with precision and professionalism.
- Maintain organized filing systems, document tracking, and confidential records to ensure seamless access and reliable information flow.
- Support budget oversight by tracking expenses, preparing reconciliations, and providing accurate administrative reporting.
- Exercise discretion, maintain confidentiality, and represent the Director with poise in all interactions.
- Support administrative needs with marketing efforts as required for Goh Ballet Canada, coordinating approved decisions that support engagement and brand consistency.
- Assist in execution marketing materials, newsletters, website updates, and promotional content with clarity and attention to detail.

- Support with maintenance and generation of social media content for the General & Artistic Director.
- Work collaboratively across departments and with external partners, adapting rapidly to shifting timelines and project needs.

#### Events and Stakeholder Coordination

- Assist in the planning and execution of performances, events, photoshoots, and presentations with a proactive and solutions focused approach.
- Coordinate logistics including schedules, call sheets, equipment, and transportation in fast moving environments, ensuring accuracy and efficiency.
- Support sponsor and stakeholder communication, providing timely updates and polished correspondence that reflects the Director's voice and priorities.
- Respond quickly to evolving event needs with resourceful and on the spot problem solving.

#### Operations and Organizational Support

- Prepare meeting materials, agendas, room setup, and equipment with anticipatory planning and strong attention to detail.
- Track action items, deadlines, and deliverables to ensure follow through and alignment across departments.
- Support the Director with ad hoc projects that require initiative, independent decision making, and the ability to navigate ambiguity.
- Optimize workflows, identify operational gaps, and propose solutions that enhance efficiency and organizational performance.

### CANDIDATE PROFILE

The successful candidate will:

- Experience with C-Suite support.
- Hold a post-secondary degree in Business Administration, Arts Administration, Communications, Marketing, or equivalent experience.
- Have a minimum of 3 years' experience in executive-level support or a similar role, preferably within an arts organization.
- Be highly organized, proactive, and able to manage multiple priorities efficiently.
- Demonstrate strong written and verbal communication skills and professionalism.
- Possess creativity and experience in marketing, social media, and content creation.
- Exhibit discretion, resourcefulness, adaptability, and a strong attention to detail.
- Be eager to grow with the organization, taking on increasing responsibility as Goh Ballet Canada expands.
- Familiarity with dance is considered an asset.
- Website and design know-how is considered an asset, including familiarity with content management systems and design tools.

### APPLICATION

Please submit your **resume/CV** and a **cover letter** explaining why you are the right fit for this role, highlighting your marketing experience, organizational skills, and relevant achievements. Include your salary expectations and send to: [Support@GohBallet.com](mailto:Support@GohBallet.com)

**Subject line:** *Application - Senior Executive Assistant to the General & Artistic Director*

Applications are reviewed on a rolling basis until the position is filled. Only shortlisted candidates will be contacted. Goh Ballet Canada values an inclusive workplace and encourages applications from all qualified candidates.