

Goh Ballet Academy Canada

Job Title: Executive Assistant to the Director
Position: Full-Time, On-Site
Location: Vancouver, B.C.
Deadline: Until Filled

Goh Ballet is seeking an Executive Assistant to the Director for its location 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 **Executive Assistant to the 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.

CANDIDATE DESCRIPTION

The successful candidate will:

- 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
- Website and design know-how is considered an asset, including familiarity with content management systems and design tools

KEY RESPONSIBILITIES

Executive & Administrative Support:

- Manage the Director's calendar, meetings, travel, and correspondence.
- Draft letters, documents, and reports with accuracy and professionalism.
- Assist with budgets, expense tracking, and reporting.
- Maintain confidential files and records.

Marketing & Communications:

- Lead social media content creation, scheduling, and campaign tracking for the Director and Goh Ballet Canada.
- Capture and curate photos, videos, and stories to highlight the Director's activities and behind-the-scenes moments.
- Support marketing initiatives, including newsletters, website content, and promotional materials.
- Collaborate with internal teams and external partners to ensure consistent branding and effective communications.

Events & Stakeholder Coordination:

- Assist with planning and executing performances, events, photoshoots, and presentations.
- Coordinate logistics across departments and with vendors.
- Support sponsor and stakeholder engagement and communications.

Operations & Organizational Support:

- Ensure meeting preparation, room setup, and provision of necessary equipment and materials.
- Support the Director with ad hoc projects and initiatives that contribute to the growth of Goh Ballet Canada.

SALARY & BENEFITS

- **Salary:** Dependent on experience.
- Paid vacation, wellness package, and time-in-lieu.
- **Start Date:** Immediate.

APPLICATION

In your 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:

Please email: Positions@GohBallet.com

Subject Header: Executive Assistant to the Director Application

Applications are reviewed on a rolling basis until the position is filled. Only shortlisted candidates will be contacted. We thank you for your interest in this position; however, we will only be contacting those selected for interviews.

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.