

Goh Ballet Academy Canada

Job Title: Executive Associate to the General and Artistic Director

Position: Full-Time | On-Site

Location: Vancouver, B.C.

Deadline: Until Filled

Goh Ballet is seeking an Executive Associate to the General and Artistic Director for its location in Vancouver, BC.

About Goh Ballet Canada

For nearly five decades, Goh Ballet Canada has been recognized as one of Canada's leading classical ballet institutions, celebrated for excellence in dance education, artistic innovation, and professional training. Founded in 1978, the Academy has inspired thousands of students while preparing generations of dancers who have gone on to perform with many of the world's foremost ballet companies.

Today, under the leadership of **Chan Hon Goh, C.M., D.Litt.**, former Principal Dancer of The National Ballet of Canada, Goh Ballet continues to shape the future of ballet through exceptional training, acclaimed performances, community engagement, and international collaborations.

As the organization enters an exciting period of growth, including the expansion into a new permanent home, we are seeking an exceptional individual to become a trusted associate to the General and Artistic Director.

Why Join Goh Ballet Canada

This position offers a rare opportunity to work directly with one of Canada's most respected artistic leaders while contributing to an organization recognized internationally for excellence in dance education and performance.

You will play a meaningful role in supporting artistic excellence, advancing significant initiatives, and helping shape the continued growth of an institution that has enriched the cultural life of Canada for nearly fifty years.

THE OPPORTUNITY

This is far more than a traditional executive support position.

The **Executive Associate** plays a pivotal role in supporting the General and Artistic Director, ensuring the seamless execution of the Director's priorities while providing executive support across artistic, organizational, and strategic initiatives. Working directly alongside the Director, you will anticipate needs before they arise, manage competing priorities with confidence, and ensure that every aspect of the Director's work is executed with professionalism, efficiency, and care.

Success in this role requires sound judgement, discretion, initiative, exceptional organizational ability, and a genuine commitment to excellence. You are equally comfortable preparing for an executive meeting, coordinating a major event, drafting an important communication, or managing the countless details that allow the Director to remain focused on leadership and artistic vision.

No two days will be alike, making this an outstanding opportunity for someone who enjoys variety, thrives in a dynamic environment, and takes pride in supporting work of lasting impact.

WHO YOU ARE

You are a thoughtful professional who enjoys bringing clarity, organization, and calm to a busy environment. You anticipate rather than react, communicate with confidence and professionalism, and take genuine pride in helping others succeed.

You possess excellent judgement, exceptional attention to detail, and understand that no task is too large or too small when supporting meaningful work.

Most importantly, you are someone who values excellence, integrity, collaboration, and continuous learning.

The successful candidate will possess:

- A post secondary degree in Business Administration, Arts Administration, Communications, Marketing, or a related field, or an equivalent combination of education and experience.
- A minimum of three years of experience supporting a senior executive or organizational leader.
- Outstanding written and verbal communication skills.
- Exceptional organizational and time management abilities.
- Strong judgement, initiative, and problem solving skills.
- The ability to manage multiple priorities with professionalism and composure.
- A high level of discretion when handling confidential information.
- Experience coordinating projects and working across multiple priorities.
- Proficiency with Microsoft Office and Google Workspace.
- Experience with digital communications, website content management, photography, design software, or social media is considered an asset.

KEY RESPONSIBILITIES

Executive Support

- Manage the Director's complex calendar, meetings, travel, and daily priorities.
- Prepare agendas, briefing materials, presentations, and correspondence.
- Draft professional letters, reports, speeches, and communications on behalf of the Director.
- Maintain complete discretion and confidentiality in all matters.
- Screen, prioritize, and respond to inquiries while exercising sound judgement.
- Anticipate needs and proactively resolve issues before they arise.

Strategic Projects

- Coordinate special initiatives led by the Director from planning through completion.
- Track priorities, deadlines, and follow up to ensure projects move forward.
- Conduct research and prepare background information to support executive decision making.
- Assist with organizational planning and cross departmental initiatives as assigned.

Communications and Relationships

- Serve as a professional point of contact for artists, faculty, parents, donors, sponsors, government representatives, board members, media, and community partners.
- Prepare communications that reflect the organization's values and high professional standards.
- Support stakeholder engagement and relationship management.

Marketing and Brand Support

- Coordinate social media content and executive communications.

- Capture and organize photographs, videos, and stories that celebrate the work of Goh Ballet.
- Assist with newsletters, website updates, promotional materials, and marketing initiatives.
- Help maintain consistency across all public communications and branding.

Events and Executive Logistics

- Coordinate meetings, performances, presentations, travel, and special events involving the Director.
- Prepare venues, materials, schedules, and briefing packages.
- Coordinate logistics with internal departments, external vendors, and community partners.
- Provide executive support during performances and major organizational events.

Administrative Excellence

- Maintain organized records and confidential files.
- Monitor expenses and assist with reporting and administrative documentation.
- Support day to day administrative functions that contribute to the smooth operation of the Director's office.
- Undertake additional responsibilities as required in support of the Director and the organization.

SALARY & BENEFITS

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

APPLICATION

Please submit your résumé together with a cover letter describing your interest in the position and the experience you would bring to this opportunity.

Please Email: Positions@GohBallet.com

Subject Header: Executive Associate to the General and Artistic 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.