

Job Posting: Assistant to the Artistic Staff at Ballet Arkansas

Position: Assistant to the Artistic Staff

Organization: Ballet Arkansas

Location: Little Rock, AR

Type: Full-time, Entry-Level

Join Ballet Arkansas as the Assistant to the Artistic Staff – Supporting Creativity Behind the Scenes!

Are you passionate about the arts and dance, and skilled at providing administrative and operational support? Ballet Arkansas is seeking a dedicated and detail-oriented Assistant to the Artistic Staff to help ensure the seamless execution of our artistic projects, rehearsals, and performances.

Key Responsibilities:

Administrative Support:

- **Manage calendars and schedules for the Artistic Director and artistic team.**
- **Coordinate meetings, auditions, appointments, and travel arrangements.**
- **Draft correspondence to patrons, donors, volunteers, students, and others and maintain operational and artistic files and materials.**

Rehearsal and Performance Coordination:

- **Assist with scheduling and booking studio spaces for the professional company, School for Dance, and outreach.**
- **Organize logistics for performances, including liaising with production staff and preparing materials.**
- **Ensure readiness of rehearsal and performance spaces.**

Artistic Project Management:

- **Provide support for workshops, artistic projects, and special events.**
- **Assist in research and logistical planning for new initiatives.**

Communication and Liaison:

- **Serve as a communication bridge between the artistic team and other departments.**
- **Maintain positive relationships with guest artists, choreographers, and external partners.**

General Support:

- Help maintain clean and organized workspaces.
- Perform other duties as assigned by the Artistic Director.

Essential Qualifications:

- Bachelor's degree in Arts Administration, Dance, or a related field, or equivalent experience.
- Strong organizational and multitasking abilities with a keen attention to detail.
- Proficiency in Microsoft Office/Google Suite; familiarity with scheduling software is a plus.
- Excellent written and verbal communication skills.
- Flexibility to work evenings and weekends as required by rehearsal and performance schedules.
- Knowledge of ballet and performing arts is highly desirable.

Benefits:

- **Compensation:** Competitive salary commensurate with experience.
- **Work-Life Balance:** Full-time position with paid time off, vacation days/holidays, and sick leave.
- **Performance Access:** Complimentary tickets to Ballet Arkansas performances and events.
- **Professional Growth:** Opportunities to work closely with a dynamic artistic team and support world-class productions.

How to Apply:

If you are passionate about supporting the arts and have the skills to help drive our artistic mission, we encourage you to apply. Please send your resume and a thoughtful cover letter highlighting your qualifications and enthusiasm for the role.

Application Deadline: Open until filled.

Contact Information:

Ballet Arkansas

520 Main Street, Little Rock, AR

Email: michael@balletarkansas.org