

Administrative Assistant

Organization: Ballet Arkansas

Location: Little Rock, AR

Status: Part-time, with potential to expand to full time

Reports to: Executive and Artistic Director and Associate Artistic Director

About Ballet Arkansas

Ballet Arkansas is a growing professional ballet organization serving audiences, students, donors, and community partners throughout the region. The organization values collaboration, professionalism, and adaptability.

Position Summary

The Administrative Assistant provides essential administrative and communications support across the organization, with a primary focus on office operations, the Ballet Arkansas School for Dance, and patron, donor, and sponsor communications. This role supports a fast-paced environment and offers the opportunity to grow in responsibility as organizational needs evolve.

Key Responsibilities

- Manage general office operations, including scheduling, supplies, and basic recordkeeping
- Serve as a point of contact for phone, email, and in-person inquiries
- Support communications for the Ballet Arkansas School for Dance, including families and faculty
- Assist with patron, donor, and sponsor communications and follow-up
- Support administrative needs related to operations, events, performances, and fundraising activities
- Maintain organized digital and physical files
- Assist leadership and staff with day-to-day administrative tasks as needed

Qualifications

- Strong organizational and time management skills
- Clear and professional written and verbal communication skills
- Ability to manage multiple tasks and shifting priorities
- Proficiency with basic office software and systems
- Professional demeanor, presentation, and attention to confidentiality
- Ability to work independently and as part of a team
- Interest in the arts or nonprofit work preferred

Work Environment

This role requires regular on-site presence and may occasionally include evening or weekend hours to support events.

What We Offer

- Compensation commensurate with experience.
- Impressive wellness benefits package
- Complimentary tickets to Ballet Arkansas performances and events
- Generous PTO
- Flexible work environment
- Professional development and clear growth pathway amid a rapidly scaling organization
- Opportunity to shape the future of dance in the region through active involvement in fundraising, financial strategy, and organizational leadership

Who You Are

You are seeking a role where you can make meaningful, long-term impact as a reliable and valued member of the Ballet Arkansas team and are not looking to move frequently between positions. You thrive in a collaborative, fast-paced, mission-driven environment and take pride in supporting a dynamic arts organization through strong organization and follow-through. You are detail-oriented, communicative, and dependable, with a professional track record that demonstrates flexibility, sound judgment, and the ability to manage multiple tasks. You value clear communication, organization, and constructive feedback, enjoy working as part of a close-knit team, and are willing to wear additional hats as needed to support day-to-day operations and programming. You contribute to a respectful, supportive workplace and understand the importance of professionalism, discretion, and collaboration across all levels of the organization.

How to Apply

Please submit your resume, cover letter, and at least two references to michael@balletarkansas.org.

Ballet Arkansas is an equal opportunity employer and does not discriminate on the basis of any legally protected status.