



**Position Title:** Executive Assistant and Board Liaison

**Location:** Dallas-Fort Worth Area

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre- professionals, and audiences of all ages. We are honored to be the only arts organization to serve as resident company for both leading performance venues in Dallas and Fort Worth - the Winspear Opera House and Bass Performance Hall.

Our internationally recognized Company is built on a rich 59-year history, and boasts a repertoire that is creative, artistically expressive and collaborative.

### **SUMMARY**

This position reports to the Executive Director. The primary purpose of the Executive Assistant and Board Liaison is to support the Executive Director by providing administrative assistance as it pertains to the mission of Texas Ballet Theater (TBT) related to project management & implementation, maintaining records, reports, office management and correspondence pertinent to the operations of TBT.

The Executive Assistant and Board Liaison represents the interests and priorities of the Executive Director through effective communication, coordination, and integration of the Executive Director's initiatives, priorities, and objectives. The Executive Assistant and Board Liaison performs a wide range of executive and administrative duties of broad scope and complexity requiring outstanding professional ability, mature judgement, creativity, and a thorough knowledge of the programs and organizational structure of TBT. S/he helps to set priorities among the many issues and constituents that compete for the Executive Director's time; filters, analyzes, and summarizes information flowing to and from the Executive Director; ensures the Executive Director is responsive to requests and inquiries and is prepared for meetings and events; and serves as the Executive Director's liaison to internal and external parties at all levels.

All employees should reflect TBT's core values of kindness, collaboration, excellence, respect, and passion in all that they do on behalf of the organization.

Texas Ballet Theater is committed to equality and social justice. We commit to a safe space for LGBTQ Communities.

**EDUCATION:**

Bachelor's Degree with focus in Business Administration, Communications or related field preferred. One year of relevant experience may be substituted for each year of required education.

**EXPERIENCE:**

Minimum of 3+ years as an Executive Assistant. Experience working with a Governing Board of Directors is strongly preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Proactively anticipate the needs of the Executive Director in terms of necessary research, preparation and coordination of daily activities and meetings.
- Provide general oversight of the activities of the Executive office.
- Assist with creation/modification of presentations, spreadsheets, and other various documents.
- Relay directives and procedures to staff as outlined by ED and responds to patron and staff questions in a timely manner.
- Maintain frequently changing calendars through Outlook.
- Order janitorial supplies for all facilities, including PPE supplies; assist with maintenance requests; and manage schedule for Fort Worth Housekeeping Assistant.
- Manage portions of the Administrative budget related to office expenses, janitorial expenses and ED expenses.
- Provide support for site-specific activities, including events, space planning, and conference room reservations.
- Exercise independent analysis and judgment in prioritizing situations requiring attention and take steps to ensure strategic and operational priorities progress in a timely fashion.
- Work closely with the ED and other key colleagues to continually assess priorities, meet deadlines, track progress, direct work, and advance work on all fronts.
- Serve as chief communicator to Board, organize, plan and prepare all board and committee meetings, working closely with the ED and senior staff to prepare all materials to be distributed to the Board of Governors and committees.
- Take dictation, transcribe and type correspondence, reports, forms, meeting minutes and other written material as assigned. Create and update board manuals.
- Facilitate administrative needs of each board committee chair.
- Assist in ad-hoc requests and special projects on a regular basis.
- Prepare and proofread written communications for the Executive Director, including Playbill letters and speeches.
- Assist with special requests from the Development team, including donor management, fundraising asks, and corporate sponsorship proposals.

Please submit resume to [humanresources@texasballet.org](mailto:humanresources@texasballet.org)