

Position Title: Administrative Coordinator  
Reports To: Director of Finance & Administration  
Location: Fort Worth, Texas

## Organization Overview

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 60-year history and boasts a repertoire that is creative, artistically expressive, and collaborative.

Texas Ballet Theater is an equal opportunity employer. We are committed to creating an inclusive, welcoming, and respectful environment for all employees.

## What We Have to Offer You

- Benefit package which includes health insurance, time off benefits, and a 403B plan (including a match within allowable limits).
- A respected and successful company.
- Being a part of the arts while investing in the Fort Worth and Dallas Communities.
- A leadership team dedicated to the arts, our community and to achieving the organizational mission.

## Position Description

The Administrative Coordinator is responsible for managing front desk operations and providing a welcoming, organized experience for all guests, employees, students, and community members. This entry-level role supports daily administrative functions, maintains the events calendar, and assists with front-of-house needs for community events. In addition, this position supports important fundraising events at key points throughout the season.

## **Key Responsibilities**

### **Front Desk & Guest Services**

- Serve as the first point of contact for all visitors, providing a friendly and professional experience
- Manage front desk operations, including answering phones, responding to emails, and greeting guests
- Coordinate with external construction and maintenance vendors, relaying updates and issues to Facilities Manager and keeping staff informed as needed
- Provide accurate information regarding programs, classes, events, and general inquiries
- Handle check-in processes and basic administrative tasks
- Maintain a clean, organized, and welcoming front desk area

### **Event Support**

- Assist with preparation for community events, including basic set-up and breakdown
- Support event check-in, RSVPs, guest flow, and general attendee needs
- Work with staff to ensure event logistics are executed smoothly
- Be available during select events to provide on-site support
- Support organizational fundraising events at key points throughout the season, especially in the month of December, in both Fort Worth and Dallas. Some night and weekend work is required, as well as some off-site work
- Support the Director of Development and Event Manager with various other event priorities as assigned

### **Calendar & Scheduling Coordination**

- Maintain and update TBT's events calendar
- Ensure accuracy of event details, schedules, and room usage
- Communicate calendar updates to staff as needed
- Assist with scheduling coverage for events and daily operations

### **Accounts Payable/Receivable & Administrative Support**

- Provide basic support for accounts payable and receivable processes
- Sort and distribute incoming mail and manage outgoing correspondence
- Maintain organized records of communications, invoices, and documentation for easy reference
- Assist with follow-up on outstanding items and ensure timely routing of financial and administrative documents
- Support general administrative functions such as data entry, filing, copying, scanning and supply tracking

## **Qualifications**

- 1-3+ years of experience in customer service, community engagement, events, or operations
- Strong organizational and multitasking skills, especially in event settings
- Excellent interpersonal and communication skills
- Familiarity with event planning and coordination
- Experience in working with Microsoft Office (primarily Outlook, Excel and Word)
- Experience in nonprofit, arts organization, or community-based environment (preferred)
- Commitment to TBT's core values: Kindness, Passion, Respect, Collaboration, and Excellence.