

HYDE PARK SCHOOL OF DANCE

Title: Administrative Assistant

Reports To: Executive Director

Position Description: The Administrative Assistant will support the functions of the administrative office by assisting the office staff with daily operations and tasks for meetings, events, performances, general office duties, etc. Additionally, this position will service our community and partners by providing information regarding studio rentals and being the on-site contact during day time and weekend rentals.

Primary Responsibilities:

Administration: 80%

- Support daytime and weekend facility rentals/Partner groups by:
 - Opening studios
 - Setting up studio equipment
 - Monitoring timeliness of studio usage
 - Serving as on-site point of contact during facility rentals
- Office Support
 - Mail pickup and distribution
 - Manage the inventory and supplies for administration and studios
 - Scheduling meetings/Meeting set-up for the admin and artistic teams
 - Proofreading documents
 - Data Entry; primarily Excel and CRM
 - Updating Voicemail/retrieving messages
 - Deliver messages to appropriate staff via email
 - Serve as back-up for Entry Attendant
- Other duties as assigned

Performances/Events: 20%

- Assist with preparing materials for performances/events
- Order tickets, programs, flowers, etc. for performances
- Staff performances, auditions, and special events

Positions Qualifications:

- Excellent written and verbal communication skills
- Must have morning, afternoon and some weekend availability
- Proficient in Microsoft Office and Google Suite
- Quickbooks knowledge desired but not required
- Comfortable learning new database systems
- Detail oriented
- Able to lift at least 15lbs

Education: High School diploma required; Some college preferred

Job Experience: Previous office or administrative position preferred; Internships in an office setting will be considered.

Special Knowledge & Skills/Demonstrated Competencies:

- Ability to meet deadlines and handle multiple-tasks in a fast-paced environment
- Ability to take initiative and work independently
- Excellent organizational skills and attention to detail

Performance Measures:

- Consistently meet deadlines
- Provide clear and accurate communication
- Punctuality
- Exhibit time management skills

Position Classification: Part-time, non-exempt

Hours: Typical work week would average 15-20 hours per week. Increased hours are expected around key times, i.e. registration, auditions, performance, events, etc. This position requires a consistent presence in the office.

The tentative schedule for this position is Sunday – Thursday (Sundays only when the studio is being rented out); Occasional Saturdays may be requested with notice; required attendance at all performances and the week prior to performances

This position is not eligible for vacation or holiday time and will accrue sick days according to The Chicago Sick Time ordinance.