



POSITION DESCRIPTION – Administrative Assistant

Colorado Conservatory of Dance is seeking an **Administrative Assistant** to be the face of our organization, focusing on family relations and enrollment. We have a great group of students, successful community outreach activities and a fantastic staff of creative instructors and amazing volunteers. The only piece missing is a passionate administrator who can keep us humming every day. As a 501(c)3 we are seeking a highly motivated individual with great organizational skills, lots of energy, and a passion for the arts. The ideal candidate will be a focused and friendly professional, able to institute a level of excellence, dedication and attention to detail commensurate with our excellence in dance. This job operates out of our conservatory headquarters in Broomfield, Colorado. Pay rate starts at \$12/hour.

POSITION RESPONSIBILITIES

- Student tuition tracking and payment processing
- Facility management – assist in maintaining cleanliness and upkeep
- Ticket sales
- Front of house assistance at live events
- Assist in building enrollment and increasing ticket sales
- Customer service

REQUIRED SKILLS AND QUALIFICATIONS

- Excellent organizational and communication skills
- Self-starter; able to determine on a daily basis how best to prioritize, set goals and continually reprioritize based on business needs
- Bright disposition and positive attitude; resilient
- Computer proficiency and comfortable with Internet
- Able to work the following hours:
 - **Tuesday – Friday:** 3:30-7:30pm
 - **Saturday:** 8:00am-12pm
 - Occasional additional hours for performances and special events

ABOUT COLORADO CONSERVATORY OF DANCE

At Colorado Conservatory of Dance, we believe in a better life through dance.

Inside the doors of this longstanding, flagship cultural organization is a deeply caring and nurturing community of exceptional and knowledgeable dance teachers, learned body scientists and therapists, and a diverse collection of students – all committed to a process of learning and teaching ballet that is healthy for both the body and the mind.

The Colorado Conservatory of Dance reaches over 14,000 students each year through comprehensive Title 1 Elementary School partnerships, educationally-based lecture/demonstrations to area elementary schools, and weekly classes for kids with special needs. In addition, CCD offers almost \$90,000 in tuition assistance for students who would otherwise be unable to afford classes.

TO APPLY

Email cover letter, résumé, and references to dryan@ccdance.org. Please put “APPLICATION – ADMINISTRATIVE ASSISTANT” as the subject.

To learn more about CCD, please visit ccdance.org.

Receipt of applications will not be acknowledged. Applicants who meet the requirements will be contacted. Please do not call about this position.