

Alabama Youth Ballet Theatre (AYBT), located in south-east Huntsville, has an opening for a part-time Office Manager. Applicants must have customer service skills and be able to interact effectively with teachers, parents, and students of all ages. Office staff will answer queries and provide studio tours, as needed, regarding the class schedules, our dance companies, and our dance philosophy. A basic knowledge of dance terminology is appreciated but can be learned. To support the studio office, applicants need administrative experience with telephones, filing, e-mail as well as basic computer skills in Excel and Word, web-site design, and a willingness to learn Jackrabbit, a dance studio software used to maintain contact lists of teachers, students and alumni. Applicants will also ensure that necessary supplies are available and stocked for students and staff. As a non-profit organization, volunteers and employees sometimes must think quickly and creatively and work with others that are doing the same, all while moving toward a common goal.

Applicants must be self-starters, with strong organizational skills, and be able to work independently. Hours are flexible, primarily afternoons and early evenings, with the occasional Saturday. Pay is negotiable. Class discounts are offered to employees. This has the potential to grow into a full-time position.

High school diploma or equivalent is required. Dress is business casual. A background check and completion of Safesport Training is required, with costs covered by AYBT.

Please contact [leah@aybtheatre.org](mailto:leah@aybtheatre.org) for more information.