



Position: Administrative Coordinator
Reports to: Executive Director
Classification: Full time, Salaried | 40 hours per week
Supervises: N/A

ABOUT US

Giordano Dance Chicago illuminates beauty and invigorates the world with deep connections.

We create and present innovative jazz dance choreography, often redefining and expanding the very definition of jazz dance and bring this invaluable American art form to audiences and students of all ages and from all backgrounds. Whether on the stage or in the classroom, we strive to enrich lives through dance, and this mission and organizational vision informs the organization's artistic programming. We are guided by four foundational core values:

Legacy - GDC honors its history of creating and presenting exuberant jazz dance, acknowledging, and celebrating the cultures and traditions that provide the foundation of this work.

Diversity, Equity, & Inclusion - Art is meant to be seen, shared, and performed by all. We are committed to being inclusive in all that we do through fostering communities of dancers, students, audience members, donors, staff, and board members and reaching people of all backgrounds through our commitment to artistic excellence.

Community - GDC values the power of collaboration, respect, and integrity across local, national, and international communities.

Innovation - GDC embraces change for growth. We operate the organization by thoughtfully and fearlessly incorporating boldness, innovation, and occasional disruption. Our intention is to lead our field.

Giordano Dance Chicago offers to all the universal and life-affirming experience of witnessing dance that is powerful, passionate, elegant, and celebratory.

www.giordanodance.org

POSITION OVERVIEW

Giordano Dance Chicago seeks a passionate individual to join our administrative team in the position of Administrative Coordinator. The Administrative Coordinator works collaboratively with all staff to support office workings of Giordano Dance Chicago. The Administrative Coordinator will be an invaluable team member, working closely with the Directors and collaborating with the entire administrative team, the Board of Directors, the Associate Board, and Artistic staff, and will be an informed point person for donors, funders, presenters, collaborators, and supporters.

The ideal candidate must be adaptable, detail-oriented, able to work autonomously in a small office environment or collaboratively in small teams, and demonstrate excellent communication skills. The ability to manage multiple priorities and deadlines is necessary.

This is a 40 hour per week full time salaried position. Benefits include supported healthcare, flexible work schedule, paid time off for year-end shutdown, and complimentary tickets for local performances.

RESPONSIBILITIES

- Respond to inquiries from the public with information and materials.
- General administrative duties including drafting communications, managing mailings, client support, preparing reports, and maintaining appropriate filing systems.
- Provide support to the Board of Directors, including and distribution of Board meeting materials and catering needs.
- Serve as initial point of contact to receive all incoming phone calls.
- Order supplies, troubleshoot technology, and coordinate with outside vendors for services/repairs.
- Working with the administrative and artistic teams, devise and manage master calendars and scheduling across the organization.
- Upload and code invoices and receipts to online billing platform.
- Monitor the company's general email account, fielding inquiries and forwarding them to appropriate staff members.
- Research prospective donors, grants, foundations, sponsors.
- Assist with donor communications, including appeal and thank you letters.
- Provide administrative support as needed for special projects.
- Neon CRM database management including updating contact information, periodic audits to ensure accuracy of the database, donation and membership payment processing, and sending acknowledgement letters.
- Support program evaluation by entering and summarizing workshop feedback.

QUALIFICATIONS AND EXPERIENCE

- 2+ years of experience in office administration required.
- Excellent interpersonal and written communications skills.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment.
- Knowledge and experience in Microsoft software (Excel, Outlook, etc.) and CRMs (Neon).
- Maintain flexibility and timeliness in the face of changing priorities in a fast-paced environment.
- Background or experience in nonprofit arts & culture is preferred.
- Shares Giordano Dance Chicago's strong commitment to diversity, equity, and inclusion.

SALARY \$40,000 to \$45,000

Statement of Non-Discrimination

Giordano Dance Chicago is an equal opportunity employer. We will not discriminate and will take action to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment for any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

HOW TO APPLY

All with relevant experience are enthusiastically encouraged to apply. Send cover letter and resume to ericaledwards@giordanodance.org