

# Ballet San Antonio®

## POSITION DESCRIPTION

Company: Ballet San Antonio  
Job Title: **The Nutcracker Market Assistant Manager**  
Employment Type: Part-Time, Seasonal, Non-Exempt  
Reporting To: Accounting Manager  
Location: San Antonio, TX

The mission of Ballet San Antonio (BSA), a professional classical ballet company, is to share the splendor of dance through diverse artistic performances and outreach programs that reflect, promote and enrich the cultural heritage of the South Texas community. It holds an uncompromising commitment to continually attract and nurture exceptional professional dancers, create distinctive performances and make dance accessible to the widest possible audiences through partnerships with local organizations.

The BSA Nutcracker Market Assistant Manager will assist with inventory management, market set-up and take down, and retail sales during Ballet San Antonio's annual The Nutcracker Market.

### Responsibilities and Duties

- Assist Accounting Manager with implementing inventory management system
- Assist Accounting Manager with physical pricing of inventory
- Maintain organized inventory room and market area
- Provide excellent customer service/retail sales services at all Nutcracker performances and events
- Assist Accounting Manager with sales staff and volunteer management
- Assist Accounting Manager with post-Nutcracker Market inventory counting
- Other duties as assigned.

### Skills

- High school diploma preferred
- Minimum of 1 year retail experience
- Proficient in Google Docs and Google Sheets
- Possess an inviting and friendly demeanor
- Ability to manage priorities and support a busy workload
- Attention to detail and highly organized
- Strong interpersonal skills
- Scheduling flexibility
- Ability to lift 10-20 lb. boxes and walking/standing on hard floor

### Schedule

Candidate must be available for a minimum of 20-25 hours per week (including performance weekends) starting October 30, 2023 through December 15, 2023.

### To Apply

To apply, please send a cover letter and resume to Amy Wilson at [a.wilson@balletsanantonio.org](mailto:a.wilson@balletsanantonio.org).

Relocation assistance is not available for this position.

**Ballet San Antonio is an equal opportunity employer and hires and employs individuals without regard to race, color, gender, age, disability or any other characteristic prohibited by law.**