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Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Performing Arts

Position Title: Texas Ballet Theater School (TBTS) Fort Worth Administrator

Reports To: Texas Ballet Theater Schools (TBTS) Director

Location: Fort Worth, TX

Through the vision of TBT Artistic Director, Ben Stevenson, O.B.E. and under the strategic leadership of TBT Executive Director, it is Texas Ballet Theater School's mission to inspire, develop and sustain a love of dance in every student. The breadth and depth of the dance education the School provides, coupled with the expertise of its faculty and connection to a world-class company, makes Texas Ballet Theater School a unique model among dance schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Texas Ballet Theater School (TBTS) Fort Worth Administrator serves as the "face" of the school. The position serves as the direct contact for all families. This individual will serve as a liaison between parents and staff and oversee the general administrative and financial operations of Texas Ballet Theater School Fort Worth, including the school year, summer programs, professional division and adult programs.

**Administrative Responsibilities**

- Assists in creating all forms and handouts.
- Oversees school assistants.
- Coordinates a calendar of studio scheduling including classes, rehearsals, studio rentals and special events.
- Assists Associate Director in coordinating and scheduling teachers as well as finding substitute teachers.
- Works with TBTS Administrative Manager and Summer Coordinator to create a monthly report with records (enrollment, income, events, performances, etc.) as well as quarterly reports for the school committee.
- Works at the front desk or schedules a school representative at the front desk during all class hours (including daytime school classes, after school classes, adult classes and summer programs). Responsible for covering this desk if part time administrators are absent.
- Stocks office with first-aid items, hairnets, snacks, drinks and office supplies.
- Coordinates volunteer efforts and jobs at school, events and performances, including scheduling monitors for the front door during all afternoon and Saturday class hours.
- Coordinates class helper applications and set class helper schedule.

### **Financial Responsibilities**

- Coordinates with TBTS Administrative Manager to understand all tuition and policies.
- Tracks tuition for each family in Jackrabbit: calculate discounts and fees, track payment plan and method and post monthly tuition charges or other fees.
  - Oversees school assistant by ensuring all payments including tuition, special event income, merchandise income and society dues are posted correctly.
  - Sends monthly invoices.
  - Communicates with families on overdue payments.
- Records teacher/staff hours, including last minute substitutions.
- Manages petty cash.

### **Communication**

- Answers all school inquiries from current and prospective students and parents for school year, summer, Professional Division and adult classes.
  - Recommends class placement based on dancer's age, experience and current training and/or schedule placement class/audition.
- Communicates school policies as directed by TBTS Director.
- Composes, distributes and handles all school related email correspondence including but not limited to a TBTS weekly (or as needed) email update.
  - Sends all rehearsals and schedule changes to families via email.
- Acts as liaison between students/parents and faculty to include reporting illness, injuries and meetings.
- Assists Director with conducting parent meetings at the beginning of the school year discussing policies and general information for the year.

### **Enrollment (School Year and Summer)**

- Coordinates databases of enrollment for all classes and programs and manages waitlists.
- Records a statistical record of enrollment and other data trends.
- Coordinates attendance records for all classes.

### **Marketing**

- Coordinates with the TBTS Administrative Manager and the marketing department to create flyers, magazine print ads, playbill ads and/or e-blasts for all events and programs.
- Assists in designing flyers and program ads, as needed (depending on availability of marketing department designers).

### **Scholarship and Financial Aid**

- Creates and distributes scholarship and financial aid agreement letters.
- Provides and oversees tasks for financial aid students and parents including door monitors, class helpers, costume volunteers and office assistants.

### **Spring Performance**

- In conjunction with TBTS Administrative Manager, secures venue and coordinates contract and payments.
- Manages income and expense budgets.
- Coordinates ticket pricing and sales with ticketing department.
- Manages sale and distribution of DVDs, T-shirts, flowers and photos.
- Coordinates costume selection with teachers, makes recommendations from current stock or new costume catalogues and ensures that quantities/sizes are adequate.
  - Measures students and place orders for new costumes as needed.
- Oversees costume fittings, alterations, cleaning, inventory and packing with parent volunteers and wardrobe staff.

- Secures and manages the chaperones and all backstage volunteer activity.
- Responsible for being present at all dress, tech, and performances.

### **Performances & Community Events**

- Coordinates performances and appearances by Professional Division, Performance Group and Nutcracker cast members at community organizations and events.
- Attends every performance or event that involves students (or schedule an Assistant if unavailable).
- Assists as needed with selecting, fitting and transporting costumes.
- Coordinates contracts and agreements as necessary.

### **Nutcracker**

- Assists with Nutcracker auditions and casting.
- Communicates schedules, policies and expectations to families.
- Arranges schedule of backstage chaperones and lobby chaperones.
- Sells and distributes t-shirts and charms.
- Coordinates student portrait sessions with professional photographer.
- Schedules costume fittings with wardrobe staff.
- Attends majority of dress rehearsals and performances - schedules school assistant to be at the other performances.
  - Checks students in and out, calls and/or replaces any missing cast members.
  - Oversees students and backstage parent volunteers, ensuring that all students get to wardrobe, backstage and on-stage at the appropriate times.
  - Carries TBTS cell phone during performance weekends in case of emergency - injury/illness/emergency.

### **School Society**

- Attends TBTS Society meetings as needed (or have a school assistant report back).
- Oversees Society event/activity plans including maintaining budget - may include Masquerade Party, Dance-A-Thon, Nutcracker Cast Party, Feed the Dancers, etc.
- Oversees flower and pointe shoe sales at Nutcracker and Spring Performance.
- Assists in Father Daughter Dance with TBTS Administrative Manager and event chair.
  - Obtains school directories from private schools, oversees invitation design and mailing.
  - Assists with selecting and assembling decorations and favors.
  - Assists with all event details including set-up/décor/tear-down, volunteers and timeline.

### **Adult Program Responsibilities**

- Schedules teachers/substitutes.
- Instructs teachers/front desk staff on how to take payments, check students in and record class passes.
- Prepares monthly and annual records and statistics.
- Sends monthly, or as needed, communication to students with discount offers.
- Maintains accounts with Living Social and/or ClassPass.

### **Summer Programs**

- Coordinates staff, volunteers and class helpers.
- Purchases snacks and supplies and designs and prints nametags.
- Processes and tracks all registration and payments.
  - Recommends placements for new students and shift enrollments.
- Coordinates with teachers on attendance and planning of Showcase Performances.
- Resides at front desk for duration of all programs to open door and assist students, parents, teachers and volunteers as needed.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION**

Bachelor's Degree is preferred; minimum three years administration experience for multiple programs and staff; or equivalent combination of professional dance education and experience will be considered.

## **REQUIRED SKILLS**

- Experience in ballet or working with a ballet school.
- Administration experience preferred.
- Strong team-building skills, supported by a positive attitude and mature personality conducive to interact effectively with children and diverse groups.
- Demonstrated capability and maturity to protect confidential information and build trust and rapport with parents, students and staff.
- Display organizational values by keeping commitments, inspiring the trust of others, upholding organizational morals and values.
- Proactive style, able to move forward and implement decisions even when obstacles are encountered.
- Dynamic, energetic, creative and socially adept with demonstrated leadership skills.

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret instructions and correspondence. Ability to write professional correspondence; effectively present one-on-one or to small and large groups of students and other staff members of the organization and community.

## **COMPUTER SKILLS**

To perform this job successfully, an individual should have core knowledge of Microsoft Office Suite - intermediate Excel and Word skills. Familiarity with JackRabbit is a plus along with a willingness to learn new programs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished written, oral, or diagram form, ability to deal with problems involving several concrete variables in standardized situations and ability to address customer and employee personalities in various business situations. Ability to define problems, collect data, establish facts and draw valid conclusions.

## **APPEARANCE AND GROOMING**

All staff members are required to follow the guidelines set forth by Texas Ballet Theater management. Professional style, image and demeanor are required for this position.

## **LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will basis.

**PHYSICAL DEMANDS / WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required. May include lifting up to 25 pounds on occasion. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

**HOW TO APPLY**

To apply, send cover letter outlining aptitude and interest with resume via email to [jill@texasballet.org](mailto:jill@texasballet.org). No phone calls please.

**Texas Ballet Theater is an equal opportunity employer. Additional information: [texasballettheater.org](http://texasballettheater.org)**