

# TBT

## TEXAS BALLET THEATER

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Hiring Company Name: Texas Ballet Theater

Position Title: Texas Ballet Theater School (TBTS) Fort Worth School Assistant  
(Part-Time, 10-15 hours weekly; Friday evenings (3:30-8:30pm), Saturday afternoons (12-5pm); additional hours may be available based on candidate availability.

Location: Fort Worth, TX (Onsite)

### **ORGANIZATION OVERVIEW:**

Texas Ballet Theater (TBT) creates, presents, and tours world-class ballet, from classical to cutting-edge and promotes its appreciation, accessibility and technical mastery among students, pre-professionals, and audiences of all ages. We are proud to be the only arts organization to serve as a resident company for two world-class performance venues in Dallas and Fort Worth – the AT&T Performing Arts Center and Nancy Lee and Perry R. Bass Performance Hall. Our internationally recognized Company is built on a rich 60-year history and boasts a repertoire that is creative, artistically expressive, and collaborative.

Texas Ballet Theater is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. TBT is committed to equality and social justice. We commit to a safe space for LGBTQ Communities.

### **WHAT WE HAVE TO OFFER YOU**

- A respected and successful company.
- Being a part of the arts while investing in the Fort Worth and Dallas Communities.
- A leadership team dedicated to TBT's people, values, and mission.
- During select performances staff members may be entitled to complimentary tickets.
- Flexible hours.
- Texas Ballet Theater has an employee vaccine mandate; safety is a priority.

### **ABOUT YOUR MANAGER**

- Reports to the School Business Manager.
- As a former professional ballet dancer, your manager reveres the arts and all the departments that help the arts thrive.
- Your manager believes that respect, patience, and kindness are key in creating a supportive atmosphere among coworkers, dancers, and families of Texas Ballet Theater.
- Attention to detail and promptness of responses are of utmost importance to your manager.

## **SUMMARY**

This position serves faculty, students, and parents ensuring smooth communications whether written or verbal exercised in a way that demonstrates TBT's core values: Kindness, Collaboration, Excellence, Respect, and Passion. Works at the front desk during operating hours serving as a greeter/assistant and ensuring COVID-19 protocols and policies are being adhered to. Is attentive to the needs of students, parents, and faculty.

Texas Ballet Theater School offers dance programs in Dallas and Fort Worth with classes that range from beginner ballet to elite professional training. Our curriculum is designed to nurture aspiring artists by strengthening their technical dancing skills, creating a life-long appreciation for ballet and helping develop critical life skills like confidence, discipline, and creativity, which enrich their lives long after classes have concluded.

## **ATTRIBUTES FOR SUCCESS**

The School Assistant must have the ability to communicate through writing and verbally with clarity, kindness, and conciseness. Customer Service skills which include diplomacy, ability to de-escalate and provide supportive care to all customers, faculty, students, and parents. Pleasant demeanor both in speech and attitude with customers, parents, students, and co-workers. Demonstrated capability and maturity to protect confidential information and build trust and rapport with parents, students, and staff. Display organizational values by keeping commitments and upholding organizational morals and values. Initiative-taking style, able to move forward and implement decisions even when obstacles are encountered. Dynamic, energetic, creative, and socially adept with demonstrated leadership skills.

## **SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Answers phone calls and emails. Represents TBTS professionally on all calls and correspondence which includes but not limited to:
  - Questions from school students and parents, as well as new/potential students and families.
  - Serves as 'first line' answering questions about tuition payments, class schedules, etc.
- Communicates school policies as directed.
- Administrative work is assigned by school staff, including processing and accepting payments.
- Works at the front desk during class hours as assigned (including daytime school classes, after school classes, adult classes, and summer programs).
- Assists School Business Manager during events, performances, and shows resulting in additional work hours during those weeks.
- Handles check-in, records pass usage, and takes payments.
- Closing procedures, including, but not limited to:
  - Safely check-out all students to parents as they are dismissed.
  - Check all restrooms and studios for trash and lost & found items.
  - Secure the building for the night.
- Other administrative duties may be assigned.

**EXPERIENCE AND SKILLS:**

To perform this job successfully, an individual should have core knowledge of Microsoft Office Suite, Excel, and Word skills. Familiarity with JackRabbit is a plus along with a willingness to learn new programs. Experience in ballet or working with a ballet or dance school is preferred, but not required. High school diploma or equivalent is preferred. Relevant experience may be substituted for each of year of required education.

**HOW TO APPLY**

To apply, send cover letter outlining aptitude and interest with resume to [humanresources@texasballet.org](mailto:humanresources@texasballet.org).