

Hiring Company:	Texas Ballet Theater
Hiring Company Industry:	Performing Arts
Position Title:	School Business Manager, Exempt, 40 hours weekly
Reports To:	Administrative Director of Schools
Location:	Fort Worth and Dallas Texas, Onsite

## **Organization Overview**

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as a resident company for leading performance venues in Dallas and Fort Worth – Winspear Opera House and 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. Texas Ballet Theater is committed to equality and social justice. We commit to a safe space for LGBTQIA communities.

## **What We Have to Offer You**

- Benefit package which includes health insurance, time off benefits, and matching 403B plan (within allowable limits).
- A respected and successful company.
- A safety-oriented company: TBT has a COVID-19 vaccine mandate.
- Being a part of the arts while investing in the Fort Worth and Dallas communities.
- A leadership team dedicated to staff, students, and dancers, and to achieving the organizational mission.

## **About Your Manager**

- Position reports to the Administrative Director of Schools.
- Fact-oriented.
- Resolute; driven to accomplish tasks.
- Passion for Ballet and training the next generation of artists, athletes, and aficionados.

## **Position Description**

The School Business Manager works to support all administrative functions for Texas Ballet Theater School in Fort Worth and Dallas. This position is responsible for overseeing all student enrollments and student communications including supporting coordination and communication for student performances; this includes managing tuition programs, refunds, and other related administrative duties. Provides administrative support to the Administrative Director of Schools, the Associate Director of Schools and Principals in Fort Worth and Dallas. Responsible for management of front desk personnel, ensuring Texas Ballet Theater School dance programs from beginner ballet to elite professional training are delivered with the highest standards through the delivery of exceptional administrative

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and business support. Manages all activities of front desk teams at Fort Worth and Dallas including hiring, training, evaluating, and scheduling. When workers fail to meet the company's performance requirements, School Business Manager provides an evaluation that can help employees improve their work. Ensure team members have needed resources to complete their work. Ensure department goals, including financial goals are on track. Develops and implements budgets in coordination with the Administrative Director of Schools. Prepare reports for senior management and ensure the department complies with company policies. Represents TBT with integrity, credibility, and curiosity.

## **Key Responsibilities include but are not limited to:**

### **Administrative**

- Oversees creation of all forms and handouts, such as school schedules, summer programs, information packets, student guidelines, student code of conduct, and tuition schedules.
- Schedules and oversees School Assistants & Coordinator ensuring front desk coverage during operational hours at both schools, including nights and weekends.
- Coordination of school calendar including studio scheduling, classes, rehearsals, studio rentals, and special events.
- Adds all School events/activities to TBT's Master Calendar and presents pertinent information at 411 Meetings, Staff Meetings, and Interdepartmental Meetings; writes or ensures a 411 Form is completed for all events/activities.
- Works with School Coordinators and Summer Coordinator to create a monthly report with records (enrollment, income, events, performances, etc.) as well as quarterly reports for the Board/School Committee.
- Oversees volunteer efforts and jobs at school, events, and performances.
- Submit all necessary website updates reflecting current school program information.

### **Financial**

- Oversees tuition/refund policies and procedures for administrators, making sure monthly postings are audited and correct.
- Collects bi-weekly timesheets from all teachers and non-exempt staff members to submit bi-weekly payroll to HR/Finance.
- Assists Administrative Director of Schools with development of annual budgets, pull reports from Jackrabbit, and help review margins.
- Ensures budget plan is adhered to, tracking all school expenses, gaining approval from Administrative Director of Schools as needed.
- Provides bi-weekly Achievement Documents and other reports for Staff & Board as needed.
- Tracks scholarships and financial aid ensuring spending is on track and within budgets.

### **Communication**

- Oversees and communicates cohesive school policies as directed by Administrative Director of Schools.
- Oversees Coordinator/Assistants in answering 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.
- Oversees composition and distribution of all school related email correspondence including updates, events, forms, performances, rehearsals, etc.
- Assists Director with conducting parent meetings at the beginning of the school year discussing policies and general information for the year.

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- Creates each class and program in Jackrabbit.
- Updates and creates enrollment paperwork/procedures.
- Records a statistical record of enrollment and other data trends.
- Creates and distributes scholarship and financial aid agreement letters in accordance with budgetary constraints.
- Ensures Coordinator provides tasks for financial aid students and parents including door monitors, class helpers, costume volunteers and office assistants.

## **Summer Intensive Program**

- Coordinates national audition tour to include travel arrangements and studio rentals.
- Communicates with candidates during the auditions.
- Sends out acceptance/rejection letters.
- Provides orientation packages, including program guide and information.
- Oversees and manages Summer Intensive interns.
- Oversees and manages the housing team chaperones.
- Be onsite at TCU Campus as needed, sending out weekly schedules, posting and communicating updates regularly.
- Acts as liaison between TCU and TBT.
- Organizes and plans excursions.

## **Performances, Community Events**

- Coordinates, or oversees, performances and appearances by all ensembles, Studio Training Company, and Nutcracker cast members at community organizations and events.
- Coordinates contracts and agreements.
- Ensures adequate staffing will be present and all details are communicated to dancers and families.
- Oversees coordination of Ballerina Birthday Parties including pricing, staffing, and scheduling.
- Assists in managing and tracking income and expense budgets.
- Assists and coordinates ticket pricing and sales with ticketing department.
- Oversees sale and distribution of School Merchandise such as DVDs, T-shirts, flowers, and photos for school productions.
- Responsible for ordering costumes using parent provided measurements; places orders for new costumes as needed.
- Oversees Coordinators in costume fittings, alterations, cleaning, inventory and packing with parent volunteers and wardrobe staff.
- Assists with schedule coordinating with backstage personnel including Stage Manager/Lighting Design and Sound Design.
- Collects and compiles playbill information and assists marketing team, reviewing designs and orders playbills.
- Oversees management of the chaperones and all backstage volunteer activity.
- Responsible for being present at all dress, tech, and performances.
- Coordinates student portrait sessions with professional photographer.

## **Nutcracker**

- Oversees and assists as needed with Nutcracker auditions and casting.
- Communicates schedules, policies, and expectations to families.
- Oversees scheduling of backstage chaperones and lobby chaperones.
- Coordinates design of t-shirt and places bulk orders of t-shirts and charms.

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- Coordinates student portrait sessions with professional photographer.
- Schedules staffing for all performances. Staff member:
  - 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 another staff member report back).
- Supports School Society event/activity plans including maintaining budget - may include Masquerade Party, Dance-A-Thon, Nutcracker Cast Party, Feed the Dancers, Parents Night Out, etc.
- Oversees flower and pointe shoe sales at Nutcracker and Spring Performance.
- Supports Development team with Father Daughter Dance and other events as needed.

## **Adult Program Responsibilities**

- Oversees scheduling of classes and teachers/substitutes.
- Ensures all teachers/front desk staff know how to take payments, check students in and record class passes.
- Keeps annual records and statistics.
- Maintains accounts with Living Social and/or ClassPass.

## **Summer Camp Programs**

- Coordinates schedule and themes for all programs with school Principals.
- Ensures pricing schedules are accurate and updated.
- Assists Principals with staffing, volunteers, and class helpers and sends instructions.
- Coordinates summer program information for families.
- Coordinates to ensure all non-TBTS students receive a level recommendation and enrollment packet for Fall.

## **Education Requirements/Summary to be Qualified for the Role**

Bachelor's Degree with a focus in Business or Arts Administration is preferred with a background in Ballet highly desired. One year of relevant experience may be substituted for each year of required education. Minimum of 1-2 years of experience leading a team including demonstrated capability and maturity to protect confidential information and build trust and rapport with parents, students, and staff.

Proficient in computer skills including an understanding of email, Word, Excel, graphics, and spreadsheets. Must have excellent written and verbal communication skills to direct employees and manage the department. Ability to analyze and problem solve to overcome obstacles that may prevent the department from reaching its goals. The successful candidate will be initiative-taking with organizational and time management skills to meet deadlines and problem solve. Familiarity with Jackrabbit is preferred.

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