



TEXAS BALLET
THEATER

Hiring Company Name: Texas Ballet Theater

Position Title: Educational Programs Coordinator

Reports To: Educational Programs Manager

Location: Dallas, TX

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 (within allowable limits).
- 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 students and dancers, and to achieving the mission.

About Your Manager

- Passion for ballet and education.
- Fosters a highly communicative and collaborative environment.
- Focuses on building good relationships across the organization and in surrounding communities.

Position Description

Texas Ballet Theater is looking to fill the position of Educational Programs Coordinator. This position will support TBT's community enrichment programming, including but not limited to the CityDance and Dance Extension Programs, Adaptive Dance, career and fine arts days, lecture demonstrations, and student matinee performances. This individual will also instruct in both the CityDance and Dance Extension programs in Dallas. The individual will work closely with and report to the Educational Programs Manager. The position is full-time. Must have a flexible schedule with evening and weekend work as needed. Summer months are typically

traditional works hours (9am-5pm). This individual must be willing to commute and work both on-site at a TBT location and off-site at community partner locations.

Essential Duties and Responsibilities include, but are not limited to:

Community Enrichment

- Provide administrative support for all community enrichment programs in coordination with the Educational Programs Manager.
- Maintain timely and effective communication with Community Enrichment school contacts, community partners, as well as internal and external affairs.
- Provide support for meetings, including scheduling, distributing agendas, coordinating logistics, and preparing materials.
- Oversee instructor and school scheduling for CityDance, Dance Extension, and Career and Fine Arts Days as well as prepare and distribute correspondence for above programs.
- Provide support to the Educational Programs Manager in scheduling and coordination of student matinees and lecture demonstrations.
- Teaches 6-8 hours per week in both the CityDance and Dance Extension programs and substitutes classes as needed.
- Assists in the creation and distribution of fliers, educational materials, and guides for all Community Enrichment programs.
- Manage and improve all communications with program participants in both English and Spanish.
- Researches and updates current and potential community partner contact lists.
- Assist with metrics and procedures to track measures of student, instructor, and program success.
- Assist in maintaining accurate data and information regarding all aspects of the program.
- Oversees the collection and entry of data for all community programming.
- Request and gather photos/quotes/stories from participants in community programming.
- Represents TBT at student matinee performances, career and fine arts days, and other community engagement events as needed.
- Order, keep track of, and maintain supplies as needed.

School

- Assists Educational Programs Manager with Adaptive Dance scheduling, correspondence, and administration.
- Coordinates student and therapist volunteers for the Adaptive Dance program.
- Provides support as needed to monitor the front desk/lobby during business hours.

Qualifications/required skills:

- Bachelor's degree in arts administration, education, dance, or a related field preferred.
- Enthusiastic about arts/dance education and working with youth in both traditional and non-traditional settings.
- Proficient in Google and Microsoft Office programs – including Word, Excel, and Outlook.
- At least two years of professional work experience preferred.
- At least two years of dance teaching experience preferred.
- Must have access to reliable transportation.
- Multi-lingual, especially Spanish a plus.
- May be required to sit, stand, or maintain physical activity for extended periods of time; must be able to lift 25 pounds on occasion.

Attributes Needed to Be Successful

Leadership: Ability to foster a collaborative and proactive work environment.

Problem-Solving: Strong analytical and critical-thinking skills to assess complex issues and devise effective solutions. Proactive style, able to move forward and implement decisions even when obstacles are encountered.

Communication: Excellent verbal and written communication and interpersonal skills to interact with internal teams, external teams, families, students, faculty, vendors, and other stakeholders. Demonstrated capability and maturity to protect confidential information and build trust and rapport with parents, students, and staff.

Organizational Skills: Exceptional organizational abilities to manage multiple tasks, projects, and priorities simultaneously while keeping commitments. Reliability, punctuality, and commitment to the program schedule and needs.

Attention to Detail: Meticulous approach to maintaining accurate records, managing budgets, ensuring TBT standards are met, full compliance with safety regulations.

Adaptability: Flexibility to adapt to changing circumstances, priorities, and emergent situations in a dynamic environment. Willing to accept challenges of teaching dance in non-traditional spaces, most often in a community setting. Scheduling flexibility to occasionally work special events on evenings and/or weekends.

Represent TBT with integrity, credibility, and curiosity.

Please submit resumes and cover letter to humanresources@texasballet.org and Alexis@texasballet.org