

# TBT

## TEXAS BALLET THEATER

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Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Performing Arts

Position Title: Texas Ballet Theater School (TBTS) Dallas Preston Center School Assistant / Part-Time

Reports To: Texas Ballet Theater – School Business 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 resident company for leading performance venues in Dallas and Fort Worth –AT&T Performing Arts Center 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. TBT is committed to equality and social justice. We commit to a safe space for LGBTQIA+ communities.

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

- A respected and successful company.
- Being a part of the arts while investing in the Dallas community.
- A leadership team dedicated to TBT's people, values, and mission.

### **About Your Manager**

- Reports to the School Business Manager.
- Mission focused with a love of dance.
- Task driven, with expectation of open communication.

### **Department Description**

Texas Ballet Theater School is seeking a part-time School Assistant to work at our new location in Dallas Preston Center. The TBTS Dallas School Assistant will be one of the primary representatives of the school, serving as a direct point of contact for families and program participants. This role provides support between parents and staff on a part-time basis and includes various administrative responsibilities, as outlined below.

### **Responsibilities**

- Answers phone calls and emails. Represents TBTS professionally on all calls and correspondence.
- Answers questions from school students and parents, as well as new/potential students and families.

- Serves as 'first line' of answers for simple questions, including tuition payments, class schedules, etc. to allow other staff members time to focus on different tasks.
- Communicates school policies as directed.
- Basic clerical work as needed and assigned by School staff, including processing and accepting payments.
- Ability to multi-task as projects arise.
- Works at the front desk during class hours as assigned (day and after school classes, adult classes and summer programs).
- Responsible for covering front desk if other part-time school staff are unavailable and/or absent.
- Stocks front desk with needed supplies.
- Assists School staff as needed with volunteer efforts and jobs at school, events and performances. This may cause additional hours to be scheduled to assist as needed at events, shows, etc.
- During Adult Classes, 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

### **Part-Time Hours:**

- Average work week: 16-24 hours per week
- Availability to work:
  - Mondays 3:15-7:15pm
  - Tuesdays 3:45-7:30pm
  - Wednesdays 3:45-8:15pm
  - Thursdays 3:45-7:30pm
- Availability to cover additional front desk shifts on a Friday evening and Saturday when scheduled.
- Available to work events or as needed and assigned, i.e, performances, shows, auditions, etc.
- Promotion to full-time is a possibility when the full-time position arises.
- June – Mid August, hours shift to daytime.

### **Qualifications/Required Skills**

- Pleasant demeanor both in speech and attitude with customers, parents, students, co-workers
- Administration experience preferred.
- Experience in ballet or working with a ballet or dance school is preferred, but not required.
- Demonstrated capability and maturity to protect confidential information and build trust and rapport with parents, students and staff.
- Display organizational values by keeping commitments, 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.
- 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 latest programs.

### **Attributes Needed to Be Successful**

**Passion** - For the art form and a deep understanding of, or willingness, to learn.

**Diplomacy** – The ability to build trust, have a sense of purpose and tactfully manage challenging and sensitive issues.

**Communication Skills** - Active listening skills, empathy, patience, positive attitude, honest and open-minded ability to manage body language and a desire for continuous improvement. Able to execute TBTS vision and rally support with students, parents, faculty, and staff.

**Professional Accountability and People Skills** –The willingness to accept responsibility for actions and results, reevaluate, and develop long-term relationships with people across the organization and throughout the TBTS community.

**Customer Focus** – The capacity to meet and frequently exceed customer, faculty and staff needs in a highly service-oriented environment.

**Planning and Organizing** - Use practical and efficient approaches that ensure work is effectively completed and desired outcomes are reached.

**Represents TBT with integrity, credibility, and curiosity.**

## **HOW TO APPLY**

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

### **Our Mission:**

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**TexasBalletTheater.org**