



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 School Coordinator / Full-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 both leading performance venues in Dallas and Fort Worth –AT&T Performing Arts Center and Nancy Lee and Perry R Bass Performance Hall. Our internationally-reorganized Company is built on a rich 62-year history and boasts a repertoire that is creative, artistically expressive, and collaborative.

Texas Ballet Theater is an equal opportunity employer. We are committed to creating an inclusive, respectful, and welcoming environment for all employees.

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

Texas Ballet Theater School (TBTS) Dallas School Coordinator serves as the liaison and frontline contact for all families, students, parents, faculty, and staff. The front desk team experiences both the joy of happy students as they expand their knowledge of dance and frustrated students and parents around a variety of issues such as tuition, policies, casting decisions and class schedules.

### **ADMINISTRATIVE RESPONSIBILITIES**

- Represents TBTS professionally on all calls and correspondence with a professional and warm demeanor
- Serves as ‘front line’ for TBTS to answer questions from students and parents regarding items such as tuition payments, class schedules, policies
- Assists School Business Manager with scheduling front desk team members to ensure 100% front desk coverage throughout the year based on various programs to include day and night classes, after school classes, adult classes, and summer programming
- Works at the front desk during class hours, handles check-in, records pass and takes payments as needed
- Answers phone calls and manages email communication throughout the week
- Able to clearly and effectively communicate school policies
- Advanced administrative work including processing and accepting payments, updating documents, calendars, including studio scheduling, classes, rehearsal, special events and front desk schedules.
- Communicates regularly with School Business Manager on scheduling issues

- Stocks office with first-aid items and office supplies, notifies School Business Manager when supplies need to be replenished
- Check and maintain stock on paper supplies and cleaning supplies
- Assists School Business Manager as needed with events, performances and managing volunteer staff, backstage coordination, check in sheets, costume orders and measurements for spring performances and as well as performances for the TBTS Ensemble and P.A.C.E. groups
- Verify hours from Jackrabbit against school logs, identifying discrepancies, working with School Business Manager to reconcile
- Serves as primary point of contact for the School Principal with administrative front desk tasks
- 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

### **WEEKLY WORK HOURS**

- Average work week: 30-40 hours per week
- Availability to work, as needed to cover school operational hours.
- Regular schedule normally: Monday-Friday: - 3:30-9:00pm
- Summer hours may shift to 8am-4pm
- Saturdays 8am-5pm
- Sundays: Sunday afternoon times vary by time of year
- Scheduling of team members must cover all needed hours
- Availability to work events as needed and assigned, such as performances and shows

### **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.

### **COMPUTER 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.

### **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.

#### **HOW TO APPLY**

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

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