

Charlotte Ballet

Job Title: Education Administrator- Part Time Employee

Reports to: Director of Education and Outreach

Application Deadline: June 15, 2017

Start Date: July 1, 2017

Charlotte Ballet is seeking a responsible, mature individual to serve in a part-time administrative position, in Charlotte Ballet's Education and Outreach department. Under the supervision of the Director of Education and Outreach, responsibilities include but are not limited to, communication with constituents via email and telephone; corresponding with schools and generally coordinating aspects of educational programming; maintaining specific database and records updating educational guides and evaluative tools and coordinating new education initiatives.

MAJOR RESPONSIBILITIES

- Coordination of the educational aspects of the Dance Theatre's Educational Theatre Performances including booking reservation, communications and payment collections.
- Coordinate school communications, database entries and bookkeeping for other specific education/ outreach programs
- Maintaining and updating residency schedule and Lecture Demonstration tours
- Update educational guides and materials
- Coordinate efforts of the Middle & High School Dance Festival
- Opportunities to serve as a Teaching Artist, as schedule permits

EDUCATION, EXPERIENCE AND SKILLS

- Some education in arts, arts administration, dance or dance education or equivalent professional experience
- Outstanding interpersonal, oral and written communication skills and an ability to work cooperatively with diverse populations.
- Computer skills and database management skills essential. Proficiency with MS Word, Excel and Publisher.
- Attention to detail with strong organizational skills
- Ability to multi-task, work independently and to problem-solve.
- Arts related teaching experience and/or experience in outreach activities-a plus

Application Guidelines & Deadlines

Interested candidates should apply by submitting the following documents in a PDF format to Bianca Harris at bharris@charlotteballet.org no later than June 15, 2017

- 1) Cover letter
- 2) Resume with references
- 3) One-page statement of your teaching philosophy (if interested in teaching alongside of the position) and your belief on the importance of dance in education in the public school setting
- 4) Sample dance lesson plan (If interested in teaching)
 - 1 hour lesson
 - A theme of your choice
 - Objectives, learning outcomes, movement exercises
 - Differentiated learning
 - Demonstrates Classroom management strategies

Section I - Job Identification	
Job Title:	Education Administrator
Department:	Education & Outreach
Reports To (Job Title):	Director of Education & Outreach

Section II - Job Purpose, Scope & Responsibilities
Job Purpose: To coordinate the administration of programming for Education

Job Duties and Responsibilities:		
1.	40%	Middle & High School Dance Festival: School and student registration, class assignments. Point of contact for vendors, college and summer programs and teacher attendees. Creates program, coordinates the adjudication efforts and works closely with marketing.
2.	40%	Educational Performances: Maintain, update and process reservations, payments and confirmations for Educational Performances. Assist with the creation and distribution of marketing materials. Communicate with teachers, theater and production staff via telephone and email. Update educational guides and materials. Check in groups the day of performance. Create and analyze post performance surveys. Submit ASC payment requests.
3.	10%	Residencies and Lecture/Demonstrations: Assist with the creation and distribution of marketing materials. Assist in the organization of props and educational materials. Assist with updating educational guides and materials. Create and analyze post surveys. Process payments. Submit ASC payment requests. Teaching Artist duties as assigned.
4.	5%	Behind the Scenes Tours: Lead tours.
5.	5%	Administration: Reconciliation, Tracking of performances, maintain budget tracker, invoices and invoice tracker.
	100%	