



Charlotte Ballet
Education & Community Engagement

Position Description – Education Manager

The Education Manager is responsible for all education patron interactions of the department including: Middle & High School Dance Festival, School Residences, Lecture Demonstrations, Educational Theater Performances, Salute to Educators and Behind the Scenes Tours. The role involves significant interaction with Charlotte Mecklenburg's K-12 partners, outstanding customer service, creating arts-integrated lessons and innovative ideas. The position handles Education Communication, Education Program Bookings, Audition Scheduling, Festival Registrations, and the receiving of departmental inquiries. Ideal candidate must be highly organized and possess superior communication skills both verbally and in writing to a variety of audiences. The Education Manager will report to the Director of Education and Community Engagement, while partnering cross-departmentally with Marketing/Communication, Philanthropy, Ballet Academy, and Production teams.

Charlotte Ballet's Education & Community Engagement's mission engages students, educators and the community-at-large in a range of artistic activities that allow them to learn about dance as an art form.

Charlotte Ballet's larger organizational mission is to provide artistically excellent programming to diverse audiences in its home city of Charlotte, the Southeast region, and to the varied communities it serves while on tour across the nation. Charlotte Ballet is a Charlotte-based, world class repertory dance ensemble. It performs classic, contemporary, and cutting-edge dance with virtuosity, energy, and artistic excellence for local, statewide, and national audiences. Charlotte Ballet's collective talents provide the opportunity and give us the responsibility to challenge, stimulate, educate, entertain, and thereby enrich our audiences.

Due to current pandemic circumstances and acknowledging the highest care for our employees, students, and patrons, Charlotte Ballet is requiring any successful candidates to be fully vaccinated, to include any boosters as recommended, against the COVID-19 virus. Candidates should be prepared to submit proof of vaccination upon hire.

Job Description

Education Communications/Patron Experience

- Registration/Bookings facilitator for Middle & High School Festival, Lecture Demonstrations, Dance A Story Workshops, School Residencies, Day of Dance and Educational Theater Performances
- Develop and execute all External Communication to Education patrons for Registration Schedules, Audition Schedules, Education Programming/Events, and all updates throughout the Season
- Maintain and update Education web pages; partner with Marketing/Communication for updates to public social media
- Serve as the primary point of contact for all external Education inquiries or concerns

Education Administration

- Create dance and arts integrated lesson plans to support educational programming in schools.
- Support the development of curricula to meet NC Essential Standard Course of Study.
- Maintain the Charlotte Ballet portal; including maintenance and updates (Educational Theater Performances/Auditions)
- Facilitate additional Educational & Community Engagement Events (Sensory Friendly Performances, Reach Year End, Senior Dress Rehearsal, Auditions and Community Classes)

- Reconciles education invoices and accounts, then updates budget tracker
- Creates and analyzes surveys for all educational experiences
- Responsible for educational guides and materials
- Mange Stratum Health Check Dashboard

Education, Competencies, and Experience

- Bachelors' Degree in Education, Arts, Business, Communication or related fields or appropriate experience
- 3-5 years' Experience within K-12 Education highly preferred,
- Experience with a performing arts organization preferred,
- 1-3 years Demonstrated verbal/written communication

FLSA Status/Classification

The Education Manager will be considered Full-time and Exempt in status.

Compensation and Benefits

- \$48,000 / annual
- Benefits include: PTO, Sick Time, Holiday Pay, 403(b) Retirement Plan, Medical/Dental/Vision, Short/Long Term Disability, FSA

Charlotte Ballet is an Equal Opportunity Employer, and as such, we recognize our responsibility to embrace and promote Diversity, Equity, and Inclusion (DEI) throughout all aspects and levels of our organization including artistic programming, talent recruiting and retention, training, workplace culture, and community engagement.