



CHARLOTTE BALLET – Dept. of Education/Community Engagement Community Engagement Administrator Job Description

Job Title	Community Engagement Administrator
Department	Education & Community Engagement
Reports to (Job Title)	Director of Education & Community Engagement
Application Deadline	June 18, 2021
Start Date:	July 6, 2021
Compensation:	\$15-\$17.00/hour

Charlotte Ballet is seeking a **Community Engagement Administrator**. Charlotte Ballet is the Southeast's premier repertory dance company under the artistic direction of Hope Muir. Charlotte Ballet's team is a group of individuals with a common passion: creating artistically excellent programming from beautiful classics to thought-provoking contemporary works that push the boundaries of ballet. From artists who have dazzled audiences and critics the world over, to teachers and educators sharing the joy of ballet as an art form, we proudly call Charlotte our home.

Community Engagement Administrator goal: The Community Engagement Administrator communicates with constituents via email, telephone and fax; corresponding with schools and community organizations, maintaining specific database and records; updating educational guides and evaluative tools and generally coordinating all aspects of current community engagement programming and new initiatives.

The Community Engagement Administrator will report to Charlotte Ballet Director of Education & Community Engagement.

MAJOR RESPONSIBILITIES:

- **Reach Program and Community Classes:** Communicate with Reach parents, participants, teaching artists, volunteers and recreation center staff via email, telephone and fax. Maintain student database and records. Teach classes within the program (if applicable). Assist with orientations, mid-year showings, parent meetings, and year-end performances. Assist with scheduling photography, video and marketing materials. Create and analyze parent and participant surveys.
- **Sensory Friendly Performances:** Maintain, update and process reservations, payments and confirmations for Sensory Friendly. Assist with the creation and distribution of marketing materials. Communicate with families, theater and production staff via telephone and email. Update social stories and materials. Check in groups the day of performance. Create and analyze post performance surveys.

- **Senior Dress Rehearsal:** Create and maintain database of senior centers and groups. Assist with the creation and distribution of marketing materials. Assist with check in the day of the performance. Communicate with park and recreation staff via telephone and email. Process payments.
- **Pre-School Dance Classes:** Assist in the creation and distribution of marketing materials. Create and maintain a database of day care center directors in surrounding areas. Communicate with day care center directors and parents via telephone and email. Maintain, update and process registrations, payments, and confirmations.
- **Other Admin duties:** Meeting minutes for Community Engagement Committees. Perform other administrative and budgeting duties as required.
- Opportunities to serve as a Teaching Artist for additional pay, as schedule permits.

EDUCATION, EXPERIENCE AND SKILLS:

Some education in the 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 including proficiency with MS Word, Excel and Publisher; attention to detail and 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 Bonner at bbonner@charlotteballet.org no later than June 18, 2021

- 1) Cover letter
- 2) Resume with references

Charlotte Ballet's 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.

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.