

Thursday, June 28, 2018

Brooklyn Ballet Seeks School Administrator

Company: Brooklyn Ballet
Location: Brooklyn, NY
Compensation: \$15-20 per hour

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SCHOOL ADMINISTRATOR

Job Description:

Brooklyn Ballet School is seeking a full-time School Administrator who will be the first point of contact for all of our clients and guests upon arrival. The candidate should be an experienced administrator who is a dedicated, reliable, adaptable, highly organized, detail-oriented, and a quick learner. The person in this position maintains a professional manner at all times and has excellent written and verbal communication skills. The School Administrator is responsible for maintaining the school policy, organizing rentals, issuing invoices, registering clients, organizing volunteers, and ordering supplies, among other tasks. Interacting with children, parents, dance faculty and the downtown Brooklyn community, the School Administrator will have superb interpersonal skills, a welcoming manner and be sensitive and adaptable to our diverse and dynamic clientele. Ideally, a person in this position should be knowledgeable of Brooklyn Ballet School, Elevate Outreach Program, Take Ballet to the Streets and the Brooklyn Ballet Company.

Responsibilities include but are not limited to:

- Maintaining a friendly, helpful and professional manner at all times
- Working closely with the Artistic Director to instill clear and effective communication with staff, faculty, parents, students, renters, volunteers and guests
- Processing school registrations through Mindbody online management software
- Collecting tuition payments and invoicing clientele and renters
- Responding to rental inquiries, organizing rental tutorials and contracts and updating rental calendar
- Enforcing school policies and protocol
- Promptly answering phone and email messages and in-person queries about programs and classes and relaying pertinent messages to relevant staff members
- Maintaining clean and orderly waiting area; refilling school documents and schedules as needed
- Ordering and restocking office supplies
- Organizing hard-copy and electronic files
- Sending invoices to renters
- Assisting Artistic Director with performances and events
- Assisting Artistic Director with bookkeeping and data collection
- Updating staff Google calendar
- Assisting with social media management and marketing
- Processing ticket sales for performances
- Taking Notes during Staff Meetings

Skills and Qualifications:

- Excellent communication skills and ability to engage with people of different ages and backgrounds
- Professional and friendly demeanor and attentiveness to detail
- Ability to work efficiently and effectively in a fast-paced environment
- Enthusiastic and passionate about dance education
- Proficient in Microsoft Office Suite including Excel; email, internet
- Familiarity with Mindbody class management software a plus

- Fluent in Spanish also a plus!
- Combine patience, determination, and persistence to troubleshoot issues that may arise in the running of an efficient front office

Minimum Education Required:

Bachelor's Degree with at least 2 years of arts administration, clerical/reception and dance education experience

Benefits:

Brooklyn Ballet is an Equal Opportunity/Affirmative Action employer

Job Type: Full-time (40 hours per week)

Flexible hours; must be available either Saturdays or Sundays during the school year

Salary: \$15.00-\$20.00 per hour (Commensurate with experience)

To Apply:

Please email Nellie Rainwater, Development Associate, nellierainwater@brooklynballet.org with your Résumé and a Cover Letter attached in PDF format. Please type "School Administrator" in the subject line. We do not accept phone inquiries.

Brooklyn Ballet
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For more information:
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