

Wednesday, June 16, 2021

## Brooklyn Ballet Seeks School Administrator

Company: Brooklyn Ballet

Location: Brooklyn , NY

Compensation: Salary Range: \$35,000 - \$40,000

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### Brooklyn Ballet Seeks Full-Time School Administrator

Brooklyn Ballet, a non-profit professional dance company and pre-professional school dedicated to artistic excellence and education in downtown Brooklyn, is seeking a School Administrator.

#### SCHOOL ADMINISTRATOR

##### Job Description:

Brooklyn Ballet School is seeking a full-time Administrator who will be the point of contact for our students, families, faculty, clients, and community.

Reporting to the Assistant Director, the candidate should be an experienced administrator and receptionist who is professional, responsible, personable, highly organized, and detail oriented. Superb interpersonal and communication skills, both written and verbal, are a must!

The candidate should have a warm and welcoming demeanor and thrive in a diverse and dynamic environment. Experience and/or interest in customer service, child- development, and dance education is highly preferred.

The candidate is responsible for the following duties:

- Welcoming and interacting with Brooklyn Ballet students, families, and faculty
- Managing the front desk: answering phones and checking in-students
- Overseeing Brooklyn Ballet faculty, front desk team, and volunteers
- Upholding Brooklyn Ballet School policy
- Registering new clients and processing payments, including rentals
- Assisting Rental Coordinator with scheduling and payments
- Maintaining studio and lobby security, cleanliness, and supplies
- Completing monthly payroll for faculty and staff
- Scheduling and leading faculty meetings
- Attending weekly staff meetings
- Assisting with box office ticket sales as needed for student showcases and other performances

##### Skills and Qualifications:

- Bachelor's Degree or equivalent experience
- Superb interpersonal skills, as well as verbal and written communication skills
- Professional, responsible, personable, highly organized, and detail oriented
- A natural multi-tasker, leader, and team-player
- Ability to engage with Brooklyn Ballet's diverse and dynamic community
- Ability to work effectively and efficiently in a fast-paced environment
- Enthusiastic and passionate about customer service, child development, and dance education
- Proficient in MindBody, Zoom, Google Workspace, Gmail, Constant Contact, and all social media platforms
- Multi-lingual (English & Spanish) a plus!

Brooklyn Ballet is an Equal Opportunity/Affirmative Action employer

Job Type: Full-time (30-40 hours per week)

July - August: Must have weekday and weeknight availability

September - June: Must have weeknight and weekend availability

Salary Range: \$35,000 - \$40,000

To Apply:

Email your cover letter and resume (attached in a pdf) to Alison Mixon, Brooklyn Ballet Assistant Director, at: [alisonmixon@brooklynballet.org](mailto:alisonmixon@brooklynballet.org) with "Brooklyn Ballet School Administrator" in the subject line.

No phone calls, please!

B R O O K L Y N   B A L L E T

160 Schermerhorn Street

Brooklyn, NY 11201

[brooklynballet.org](http://brooklynballet.org)

[info@brooklynballet.org](mailto:info@brooklynballet.org)

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For more information:  
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