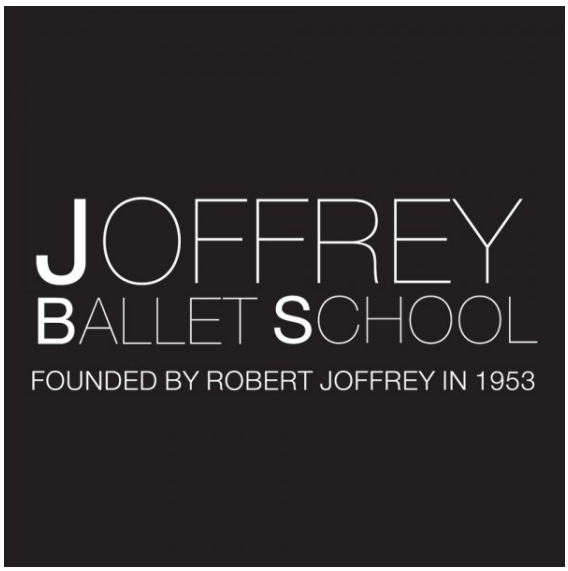
Friday, February 18, 2022

Arts Administrator - Program Coordinator & Registrar

Company: Joffrey Ballet School
Location: New York, NY
Compensation: $40,000 - $45,000



Job Position:

Children's & Youth Program Coordinator & Registrar

Job Location:

Manhattan

Compensation details:

$800 per week

Department:

Administration

Reports to:

Artistic Director

Dates

Permanent

Hours:

Monday - Thursday 11am - 7pm, Saturday 830am - 130pm

Position details

Full Time

Joffrey Ballet School is looking for a Program Coordinator & Registrar for their Children's & Youth Divisions. This individual will serve over 300 families in JBS's after school program.

Position requirements

Joffrey Ballet School seeks enthusiastic, hardworking and proactive individuals. Applicants must be able to work within the artistic culture of Joffrey Ballet School while adjusting to the current unprecedented times.

Minimum qualifications

College diploma or valid equivalent.

Dance Background

Experience in Microsoft Office Programs

Ability to communicate with parents and children in a professional manner

Knowledge of JackRabbit a plus

Knowledge of Zoom

Effective communication skills.

Responsibilities

Attends all training sessions and adhere to the staff schedule.

Upload Class Schedules for each term and modify and maintain as needed

Manage Enrollment Reports and Registrations

Process payments and communicate with parents regarding payments

Monitor Attendance and coordinate make-up classes

Manage calendar and schedules

Liaise between parents, faculty & director

Communicate with parents regarding registration, events, etc

Assist Artistic Director with Production, including rehearsals, costuming, and assistance at the theate

Manage studio technology for Virtual Instruction

Understand and help with compliance for Covid-19 safety protocols. Liaise with Health & Wellness team to ensure student compliance

Liaise with faculty to confirm schedule, update schedule to ensure accurate payroll

Performs other related duties as required to reduce the spread of COVID-19.

Perform all duties assigned by the Executive Director, Managing Director, Director of Residence Life and Administration and Artistic Directors.

Joffrey Ballet School
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