

Friday, July 1, 2022

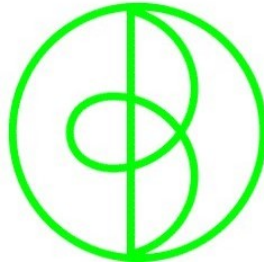
Brooklyn Ballet Seeks Full-Time School Administrator

Company: Brooklyn Ballet

Location: Brooklyn, NY

Compensation: Starting Salary Range: \$40,000 - \$43,000

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Brooklyn Ballet

Brooklyn Ballet Seeks Full-Time School Administrator

Brooklyn Ballet, a not-for-profit professional dance company and pre-professional school dedicated to artistic excellence, education, and community engagement in downtown Brooklyn, is seeking a full-time School Administrator.

About Brooklyn Ballet

Brooklyn Ballet is a professional not-for-profit dance company and pre-professional school dedicated to artistic excellence, education, and community engagement in downtown Brooklyn.

Founded by Artistic Director Lynn Parkerson in 2002, Brooklyn Ballet brings a contemporary vision to the treasured art form of ballet with repertoire and programs that revitalize and re-imagine the classical form. We pride ourselves on inclusion, diversity, equitability, and accessibility.

Each year, Brooklyn Ballet Company presents The Brooklyn Nutcracker at The Kings Theatre and our annual Spring Season. September to June, Brooklyn Ballet School provides nearly 800 students (age 3 years-old to adult) the opportunity to study dance with our world-class faculty. Through our signature Elevate program and Take Ballet to the Streets series, Brooklyn Ballet offers residencies and performances in Brooklyn public schools and free "pop-up" events for our Brooklyn community. Brooklyn Ballet also supports local choreographers and dancers by providing subsidized studio space for rehearsals, classes, and performances.

School Administrator

Job Description:

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

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, teaching dance, 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, responding to emails, admitting and dismissing students, escorting young students to the bathroom
- Assisting Brooklyn Ballet's leadership with fiscal data entry, payroll, and other clerical, development, and administrative tasks
- Managing, scheduling, and booking rentals at Brooklyn Ballet's studio
- Upholding Brooklyn Ballet School policy
- Registering new clients and processing payments via Sawyer
- Maintaining studio and lobby security, cleanliness, and supplies
- Attending faculty meetings
- Attending weekly staff meetings
- Assisting with front of house, backstage, or box office for The Brooklyn Nutcracker, Annual Spring Season, Student Showcase, and community performances
- Ability to substitute for children's ballet classes, if needed

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 Google Workspace, Zoom, Constant Contact, and all social media platforms
- Multi-lingual (English & Spanish) is a plus!

Brooklyn Ballet is an Equal Opportunity/Affirmative Action employer

Job Type:

Full-time (35-40 hours per week) In-person

September 2022 - June 2023: In-person weeknight and weekend availability is required

Ability to adjust your schedule to provide support depending on staffing needs is strongly preferred

Starting Salary Range: \$40,000 - \$43,000

To Apply:

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

No phone calls, please!

BROOKLYN BALLET

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