

Monday, June 2, 2025

School Business Manager

Company: Ballet Hispanico
Location: New York, NY
Compensation: 70,000-80,000

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Position Description

The Ballet Hispánico School (BHS) Business Manager reports to the School Director and is responsible and accountable for overseeing BHS's business operations and administration, including: financial reporting; student enrollment processes; scheduling; school payroll; student scholarships and financial aid; and preparation for student performances. They also serve as a school liaison to the operations department as well as the marketing and communications department. In addition, the Business Manager works in tandem with the School Director to ensure that BHS meets and exceeds goals for enrollment and earned revenue from tuition, fees, box office, and other sales.

Responsibilities

Direct Supervisor to the BHS Registrar, Administrative Associate, and Administrative Assistants

Leads training and oversight of staff to ensure excellent customer experience & service for all BHS clients and stakeholders

Develops, maintains, and manages the master calendar for BHS programming, events, and productions as well as the BHS staff schedule

Maintains regular communication with the School Director and Chief Managing Director to ensure they have timely and accurate information for appropriate oversight and decision-making regarding school affairs

Serves as the BHS liaison to the Operations Department for all school events, production, and studio/building needs

Maintains regular communication with other organizational departments, BHS staff, clients, and faculty to ensure all stakeholders have information needed for successful school operations

Manages BHS payroll, expense reports, accounts receivable/payable, cash flow, and other financial reporting

Leads all aspects of maintaining student accounts as well as distribution of scholarship/financial aid & its tracking/reporting

Provides needed information and BHS reports for all organizational audit requests

Supports regular reporting to the school's accreditor, National Association of Schools of Dance, is maintained

Enrollment

Provides regular enrollment and tuition/sales reports to the School Director, Director of Finance & Administration, Senior Director of Marketing & Communications, Chief Managing Director (and other Senior Staff as requested)

Develops retention and acquisition marketing systems in collaboration with the Senior Director of Marketing & Communications and BHS leadership

Drives enrollment renewal and new business processes

In tandem with the School Director, cultivates community partnerships to drive enrollment such as relationships with academic schools, fairs, community partners, etc all in an effort to grow enrollment

Ensures foreign students adhere to visa deadlines and processes

Additional School Staff Responsibilities

Supports School events & productions for all programs as needed

Attends weekly School Staff and/or organizational meetings as required

Supports daily School activities as needed

Ideal Candidates

Will be a skilled administrator with significant successful experience managing a professional education program in the performing arts or similar school/studio environment.

Will have excellent planning and management skills and the proven ability to build, monitor, and balance operating and project budgets.

Will have successful experience recruiting, motivating, supervising, and evaluating high-performing administrative personnel and supporting renowned faculty and artistic staff.

Will have a strong track record for student recruitment and achieving enrollment goals.

Required Skills

Experienced with education software / CRM

High-level proficiency with Google Sheets/Docs, Microsoft Outlook/Word/Excel

Fluency in Spanish is preferred

Schedule:

40 hour average work week - exempt position

Note: School activities classes take place Monday through Saturday early morning through evening, with performances and events that include some evenings and Sundays. As such, some weekends and evenings will be mandatory.

Compensation & Benefits:

\$70,000-80,000 (commensurate with experience)

Vacation & Sick Time

Health, Dental, Vision, and Life insurance

403(b)

About Ballet Hispánico

As the largest Hispanic cultural organization in the U.S. and designated an American Cultural Treasure by the Ford Foundation, Ballet Hispánico (BH) is a celebrated American dance institution delivering bold, inclusive, and authentic art experiences to tens of thousands in New York City, across the country, and around the world every year.????

Led by Artistic Director & CEO Eduardo Vilaro, Ballet Hispánico's three main programs—the performing Company, the School, and Community Arts Partnerships—elevate the art of dance, challenge conventions, and bring communities together to celebrate the multifaceted Latine diasporas. BH's New York City headquarters houses the School, administrative offices, and several studios, providing the nation's physical home and cultural heart for Latine dance.

BH has a current annual operating budget of approximately \$9.5M. Sources include performance income, tuition, studio rental income, and charitable support from the government, foundations, corporations, board members, and individual donors.? As it looks to the future, Ballet Hispánico is committed to continue nurturing artists, teachers, students, arts leaders, families, and communities through artistic excellence and the power of dance.?

Required Materials:

Cover Letter describing your interest in this position and Ballet Hispánico's work

Resume

Minimum of 2 references

To Apply:

Send all listed required materials via e-mail to Divanna Cedeno, dcedeno@ballethispanico.org with the subject heading of "Ballet Hispánico School Business Manager - Applicant's Name."

E-mail submissions only. No phone calls. Upon receipt of your application, you will be notified regarding any next steps.

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