

Thursday, June 9, 2016

Nimbus Dance Works School Administrator

Company: Nimbus Dance Works

Location: Jersey City, NJ

Compensation: Commensurate with experience

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PeiJu Chien-Pott

Nimbus School Administrator Job Description:

Nimbus Dance Works seeks a school administrator to manage the company's growing school of dance. With 120 students currently and seeking further opportunities for growth, the School of Nimbus Dance Works offers technical training in ballet, modern dance, hip hop, repertory/performance, in addition to offering students and families a welcoming and diverse community that adheres to high standards of professionalism and achievement. Students range from 2-18 and are drawn from all districts of Jersey City, with a large amount of scholarship aid given to ensure access to dance education for youth of all financial backgrounds. Classes at the School of Nimbus Dance Works are taught by the exceptional company dancers of Nimbus Dance Works, giving the school a professional orientation and exposure to world-class dance.

The School Administrator plays a pivotal role in ensuring smooth operations, clear communication, effective programming and policy design, and a welcoming, positive school environment.

Reports to: Artistic Director

Schedule: Afternoons, some weekends, average 25 hours/week.

Responsibilities

Conceptualizing program for upcoming semester with Artistic Director & Company Manager. This will include: creating & enforcing policies manual/ preparation for Open Houses / Assist Parent Committee with planning community building events/

Student placement & registration - working with each family to ensure proper placement according to age and technical level. Managing registration including payment & record keeping. Oversee end-of-term student evaluations and class placement recommendations.

Manage Scholarship Program: Evaluation of financial ability for each family; Allot Scholarship money based on budget approved by Artistic Director. (This will require cross communication with Pre-Professional Program Coordinator.)

Implementing Work Study Program (this will require cross communication with Pre-Professional Program Coordinator.)

Maintaining system of registration & record keeping for all Nimbus families

Maintaining financial records for payments, payment plans & Scholarships.

Ongoing communication with Nimbus staff, students and parents via email, hand outs, and verbal notices.

Lead administrative structure for Open Houses. Communicate with Company Manager & Artistic Director about staffing & lay out of the day/ trial classes.

Creating Admin structure for all School of Nimbus Dance Works Performances i.e Nutcracker & Spring Recital. This will include: email correspondence with parents, posting & emailing cast listings, rehearsal schedules, performance schedules, uniform/costume requirements etc.

Communicate with company admin regarding ticket sales & FOH responsibilities. Works with Parent Committee to Staff Volunteers -

Daily Operations:

Email correspondence (regarding registration, schedule changes, absences etc.)

Responding to phone messages (check voicemail every day)

Update Bulletin Boards & all communications for events & notices

Ensuring students, teachers & parents are in compliance with Nimbus rules & policies

Making sure community space is organized & neat

Checking in & communicating with teachers on all.

Additional Projects

Uniforms Sold at Nimbus

Keep records of inventory

Communicate with Company Manager regarding restock of uniform items

Teacher Meetings

Lead person: Create Agenda
Note progress of semester, areas of concerns & growth
Take minutes & send out for review promptly

Intern Program:

Intern recruitment: Interviewing and hiring Interns for each semester

Training interns on the history & goals on Nimbus Dance Works
Creating daily operations & system of communication for interns
Managing Intern hours & pay.

To apply, please send resume and coverletter to Samuel Pott: samuel@nimbusdanceworks.org

Applicants of diverse backgrounds are encouraged to apply.

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