

Wednesday, June 26, 2019

Assistant Director of the School of Nimbus

Company: School of Nimbus
Location: Jersey City, NJ

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Megan Maloy

Assistant Director of the School of Nimbus

Nimbus Dance seeks a part-time Assistant Director of the School of Nimbus. Located in Jersey City, NJ, the School of Nimbus offers outstanding training in ballet, modern, tap, hip hop, performance, and other dance forms for ages 2 - adult. The School also features a pre-professional program with 2 youth performing ensembles.

The Assistant Director of the School is responsible for all School related questions and tasks. The Assistant Director sets the environment in which our students and families flourish. This position leads by example and is not afraid to learn new skills and build on current ones.

Day to day duties include:

Handle all registrations for Fall, Spring, & Summer terms

Fully manage all Dance Studio Pro data and use, including achieving fluency in Dance Studio Pro for communication, registration, and payment

Schedule ongoing informative teacher meetings and trainings

Maintain all necessary information for grants given by Artistic Director (scholarship documents, proof of income, etc.)

Primary point of contact for all parents/guardians of Nimbus students

Inform all students, teachers, & parents of School of Nimbus policies

Develop intern program pertaining to the School

Organize and maintain work study students

Fully manage all ClassPass data and NimbusFit Adult Dance & Fitness classes

Create, plan, coordinate staff, and manage events for current students and potential new students (Bring A Friend Week, Movie Night, open houses, etc.)

Bookkeeping for all tuition, scholarships, and any funds for School on Dance Studio Pro

Create schedule for all School events with Company Manager (Recital, Nutcracker)

Assist the Pre-Professional & Junior Youth Ensemble coordinator with any conflicts he/she may have

Maintain attendance and hold teachers responsible for following protocol on dress code, attendance, and behavior

Attend open houses/street fairs/ school fairs to promote registration

Schedule and coordinate field trips

Schedule all meetings with teachers

Collect and manage volunteers for all school and company events

Coordinate with Director of Operations and Artistic Director to create seasonal class schedule and pricing

Coordinate with Director of Operations and Artistic Director to select directors of youth ensembles

Manage ticketing/box office sales for Nimbus Company events

Fulfill staffing needs for annual Jersey City Nutcracker productions

Please send resume and cover letter to Justin Perez, Director of Operations: justin@nimbusdanceworks.org.
For more information, visit www.schoolofnimbus.org and www.nimbusdance.org.

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For more information:
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