

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as resident company for both leading performance venues in Dallas and Fort Worth – the Winspear Opera House and Bass Performance Hall.

Our internationally recognized Company is built on a rich 57-year history, and boasts a repertoire that is creative, artistically expressive and collaborative.

SUMMARY

Texas Ballet Theater is looking to fill the newly created position of **Educational Programs Coordinator**. This position will support TBT's summer intensive and community enrichment programming, including but not limited to the Summer Intensive's University and West Campus Programs, the CityDance Outreach Program, and student matinee performances. The individual will work closely with the Educational Programs Manager and will report to the Administrative Director of Schools. The position is full-time, with scheduling during regular business hours, keeping in mind that the Summer Intensive occurs during the months of June and July.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Summer Intensive and Audition Tour

- Responds to student and parent inquiries regarding the Summer Intensive and National Audition Tour.
- Receives and processes Audition Tour registration information and corresponding payments.
- Receives and processes Summer Intensive registration information and corresponding payments.
- Receives and processes Studio Training Company and Professional Training Division acceptances.
- Serves as primary point of contact and coordinator for the West Campus Summer Intensive.
- Utilizes Jackrabbit database to monitor and update Summer Intensive accounts.
- Serves as point of contact for all Summer Intensive parents, students, and staff.
- Provides administrative support during the University and West Campus Programs and Performances, with specific attention to the West Campus Program.
- Works with Manager to collect and implement student and parent feedback.

Community Enrichment

- Assists Manager with CityDance Outreach Program scheduling, correspondence and administration
- Teaches 1-2 CityDance class series per semester
- Represents TBT at student matinee performances
- Coordinates and attends community engagement events as needed
- Acts as liaison between Community Enrichment and Studio Training Company/Professional Training Division for community events/classes.

School

- Provides administrative support as needed and assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in arts administration, education, dance, or a related field
- Enthusiastic about arts/dance education and working with youth
- Proficient in Microsoft Office Suite
- At least one year of professional work experience preferred
- At least three years of dance teaching experience preferred

OTHER SKILLS AND ABILITIES

- The Educational Programs Coordinator must be able to work as a creative, analytical problem solver
- Must be adaptable to change; able to develop and implement new procedures and policies; agile enough to take on new responsibilities;
- Maintain capacity to manage multiple projects with competing deadlines in a fast-paced, deadline-driven, detail-oriented environment.
- Excellent verbal and written skills in order to communicate professionally and effectively
- Willing to accept challenges of teaching dance in non-traditional spaces, most often in an outreach setting