



TEXAS BALLET
THEATER

Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Performing Arts

Position Title: Texas Ballet Theater School (TBTS) Dallas School Assistant / Part-Time

Reports To: Texas Ballet Theater - Director of Schools

Location: Dallas, TX

Through the vision of TBT Artistic Director, Ben Stevenson, O.B.E. and under the strategic leadership of TBT Executive Director, Vanessa Logan, it is Texas Ballet Theater School's mission to inspire, develop and sustain a love of dance in every student. The breadth and depth of the dance education the School provides, coupled with the expertise of its faculty and connection to a world-class company, makes Texas Ballet Theater School a unique model among dance schools.

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

Texas Ballet Theater School (TBTS) Dallas School Assistant serves as one of the "faces" of the school. The position serves as a direct contact for all families. This individual serves as a support between parents and staff on a part-time level through responsibilities listed below.

ADMINISTRATIVE RESPONSIBILITIES

- Answers phone calls and emails. Represents TBTS professionally on all calls and correspondence.
- Answers questions from school students and parents, as well as new/potential students and families.
- Serves as 'first line' of answers for simple questions, including tuition payments, class schedules, etc. to allow School Coordinator time to focus on other tasks.
- Communicates school policies as directed.
- Basic clerical work as needed and assigned by School staff, including processing and accepting payments.
- Ability to multi-task as projects arise.
- Works at the front desk during class hours as assigned (including daytime school classes, after school classes, adult classes and possible summer programs).
- Responsible for covering front desk if other part-time school staff are unavailable and/or absent.
- Stocks office with first-aid items, hairnets, snacks, drinks and office supplies.
- Assists School Coordinator as needed with volunteer efforts and jobs at school, events and performances. This may cause additional hours to be scheduled to assist as needed at events, shows, etc.
- During Adult Classes, handles check-in, records pass usage, and takes payments.
- Closing procedures, including, but not limited to:
 - Safely check-out all students to parents as they are dismissed
 - Check all restrooms and studios for trash and lost & found items
 - Secure the building for the night

PART-TIME HOURS

- Average work week: 12-18 hours per week
- Availability to work:
 - Mondays - 4:30-9:00pm
 - Tuesdays – 10:00am-3:00pm OR 4:30-9:15pm (depending on availability)
 - Thursdays – 4:30-9:15pm
 - Fridays – 3:45-7:15pm
- Sunday afternoon times vary by time of year, but will be weekly in January & February.
- Availability to work events as needed and assigned, i.e, performances, shows, etc.

REQUIRED SKILLS

- Pleasant demeanor both in speech and attitude with customers, parents, students, co-workers
- Administration experience preferred.
- Experience in ballet or working with a ballet or dance school is preferred, but not required.
- Demonstrated capability and maturity to protect confidential information and build trust and rapport with parents, students and staff.
- Display organizational values by keeping commitments, upholding organizational morals and values.
- Proactive style, able to move forward and implement decisions even when obstacles are encountered.
- Dynamic, energetic, creative and socially adept with demonstrated leadership skills.

COMPUTER SKILLS

To perform this job successfully, an individual should have core knowledge of Microsoft Office Suite, Excel and Word skills. Familiarity with JackRabbit is a plus along with a willingness to learn new programs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished written, oral, or diagram form, ability to deal with problems involving several concrete variables in standardized situations and ability to address customer and employee personalities in various business situations. Ability to define problems, collect data, establish facts and draw valid conclusions.

APPEARANCE AND GROOMING

All staff members are required to follow the guidelines set forth by Texas Ballet Theater management. Professional style, image and demeanor are required for this position.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will basis.

HOW TO APPLY

To apply, send cover letter outlining aptitude and interest with resume via email to daniel@texasballet.org. No phone calls please.

Texas Ballet Theater is an equal opportunity employer. Additional information: texasballettheater.org