

March 25, 2024

Job Posting: **The Portland Ballet**

Title: Studio Manager

Reports To: Leadership Team

The Studio Manager is the first point of contact in the enrollment process for students and parents at The Portland Ballet and assists with day-to-day studio affairs. A successful candidate will work independently and as part of a team to ensure the programs operate as effectively and efficiently as possible. The Studio Manager is one of the primary contact points between staff, faculty, students & parents and must have professional and concise communication skills. This role requires someone who is customer-oriented and has the initiative to problem-solve and find answers to common questions. The Studio Manager is also responsible for overseeing students at the theater and coordinating volunteer help.

Duties & Responsibilities:

REGISTRATION RESPONSIBILITIES (60% of time)

- Enroll students across all TPB programs
- Manage enrollment database by scheduling classes, checking and updating class rosters, creating attendance reports, and monitoring tuition payments
- Maintain dancer attendance records (absences, tardies, observations, and make-ups)
- Maintain and update academy mailing lists and email contacts
- Monitor protocols outlined in the Student/Parent Handbook
- Assist in updating enrollment-related forms, such as audition forms or registration packets
- Create/verify a summary of instructor hours for payroll purposes
- Assist the Artistic Director in creating faculty schedules and coordinate substitute instructors as needed
- Attend weekly meetings with the Artistic Director and Associate Director regarding attendance and TPB dancer affairs
- Occasionally lead meetings with the Artistic Director, such as dancer orientations and faculty meetings
- Coordinate annual dancer evaluations, including creating, distributing, and organizing dancer goal sheets, scheduling evaluation conferences, and sending evaluation conference notes to families

STUDIO OVERSIGHT RESPONSIBILITIES (30% of time)

- Maintain a professional and productive lobby environment
- Manage studio schedule, including daily class schedules & rentals
- Coordinate Front Desk Staff schedule and tasks
- Manage Front Desk duties, assign projects, and meet with admin staff regularly.
- Light daily cleaning to maintain a healthy and safe environment. (Studios are professionally cleaned three times each week)

BACKSTAGE COORDINATION (10% of the time)

- Work backstage during performance weeks, including attendance and student oversight
- Coordinate volunteers during rehearsal and productions
- Coordinate load-in/load-out for annual performances

Education & Experience:

- A performance art background, ideally ballet, is preferred
- Previous experience in a similar role is preferred
- Expertise with the Microsoft Office platform on Mac, specifically proficiency in Excel, is required.
- Experience with multi-line phone systems and phone etiquette
- Comfortable and confident learning new database systems

Requirements:

- Strong written and oral communication skills
- Exceptional work ethic, attention to detail, and organizational skills
- Excellent time management skills
- Able to work independently and as a part of a team
- Driven to go above and beyond
- Able to climb-ladders and lift up to 40 lbs

The hourly rate will start at \$22. Free classes are an extra perk. Following a 6-month review, moving to a full-time position with benefits, including employer-paid health insurance, is possible.

Please send a cover letter, resume, and three references to jobs@theportlandballet.org to apply for this position. No phone calls, please.

Applications due: applications will be accepted until a qualified pool of applicants is identified
Approximate start date: May 1, 2024