



I.TITLE: Butler Center for Dance & Fitness Manager

DEPARTMENT: Butler Center for Dance & Fitness
GRADE: Full Time, Salaried
FLSA: Exempt
COMPENSATION: \$45,000 (plus benefits)

II.POSITION SUMMARY:

The Butler Center for Dance & Fitness Manager is someone who desires to be part of an innovative team that delivers exceptional dance and fitness programming to adults and encourages health and well-being. Works with the Director to develop ongoing best practices for the instructor team and the Customer Experience Team. This position requires someone who can plan for and implement the big picture, as well as manage the day-to-day details to ensure quality programming and a positive experience, bringing new customers to the studio and building relationships. The Manager must be able to teach, and works with instructors to ensure programming is of the highest quality.

III.ESSENTIAL FUNCTIONS:

- Works with the director to develop dance, fitness and wellness programming for adults and for the community that is goal-focused, innovative, and engaging
- Assists with the recruitment of instructors and scheduling classes
- Teaches 3 to 5 dance, fitness, and/or Pilates classes weekly
- Supervises instructor team, including finding subs as needed and ongoing evaluation
- Develops relationships with customers
- Researches and evaluates current trends in fitness and dance programming to determine ongoing programming
- Works with the director to plan and coordinate annual events such as Come Dance and Get Fit, and other community opportunities
- Maintains comprehensive working knowledge of the MINDBODY Online Management System
- Supports the Customer Experience Team

IV.OTHER ACCOUNTABILITIES:

- Other duties as assigned

V.PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- On-site at Ballet Austin, some remote hours
- Some flexibility
- Be available select weekends for Ballet Austin events and performances

VI. EDUCATION AND EXPERIENCE:

- Dance, fitness, or Pilates teaching experience
- Experience working in a fitness center and or dance studio
- Experience in MINDBODY software
- Bachelor's Degree or equivalent experience in the field

VII. COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:

Collaboration
Effective Communicator
Customer Focused
Values Differences
Resourcefulness
Situational Adaptability
Instills Trust

VIII. ORGANIZATIONAL RELATIONSHIPS:

- Reports to Butler Center for Dance & Fitness Director
- Supports Butler Center for Dance & Fitness and Pilates Center staff and clients

TO APPLY

Please email cover letter, resume, and application to vicki.parsons@balletaustin.org

If unable to email, you may drop off hard copies to:

Vicki Parsons
501 W. 3rd Street
Austin, Texas 78701

BACKGROUND SEARCH REQUIRED

NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.