



JOB DESCRIPTION

TITLE: Academy Associate

DEPARTMENT: Academy
GRADE: Part time - Hourly
(Approximately 15-20 hours per week, 4 to 5 days / week)
COMPENSATION: \$15 per hour
FSLA: Non-Exempt

POSITION SUMMARY:

The Academy Associate plays a vital role in developing lasting relationships with Academy students and their families attending class at Ballet Austin's main location, the Butler Dance Education Center in downtown Austin. This position oversees drop-off and pick-up procedures by greeting students and their parents, while managing traffic flow of their vehicles in the drop-off/pick-up zone. The ideal candidate for this position is confident, a clear communicator, and possesses a strong ability to interact well with parents and students. The successful candidate will be organized, reliable, punctual, and will possess a collaborative, team-based working style.

ESSENTIAL FUNCTIONS:

- Develop and maintain strong positive relationships with parents and students
- Maintain working knowledge of Ballet Austin's current parking information and policies
- Keep parents informed of parking policies and procedures
- Assist, support, and navigate drop-off and pick-up of Academy students
- Help students into the building as needed
- Oversee student dismissal in the parking lot and direct traffic as needed
- Attend Special Events (as assigned)

OTHER ACCOUNTABILITIES:

- Must have reliable transportation to travel downtown
- Must be available to work evenings and on weekends

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to lift and transport light equipment

EXPERIENCE AND EDUCATION:

- Preferred qualifications
 - Strong interpersonal and communication skills
 - Spatial awareness and management skills
 - Proficient navigation skills including offering directions around downtown.

- Minimum qualifications
 - Experience maintaining order
 - Welcoming, friendly, and kind

COMPETENCIES – KNOWLEDGE, SKILLS, AND ABILITIES:

- Clear
- Confident
- Collaborative
- Diplomatic
- Effective communicator
- Customer-focused
- Values differences
- Resourceful
- Situationally Adaptive
- Instills Trust

ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Academy Administrator
- Supports: Academy Department
- Peer collaboration with teaching team, administrators, students, and families

TO APPLY

Please email cover letter, resume, to HR@balletustin.org

BACKGROUND SEARCH REQUIRED

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.