



I. TITLE: Education Assistant

DEPARTMENT: Education

GRADE: Full Time Monday through Friday, 9am to 5pm; evenings and weekends as needed

SALARY: \$45,000

FLSA: Non-Exempt

II. POSITION SUMMARY:

Ballet Austin's Education Department is responsible for developing and implementing educational programs for students, teachers, and audience members.

The ideal candidate possesses: a background in ballet and dance pedagogy, strong organizational and time management skills; impeccable attention to detail; and the ability to work and collaborate effectively in a team environment. The members of this department work closely with schools and members of the public during Ballet Austin performances and programming.

Some evening and weekend work is required throughout the season, including but not limited to performances, programs, and cross-departmental special events.

III. ESSENTIAL FUNCTIONS:

- The work related to this position directly supports Ballet Austin's mission and reflects the organization's core values and highest ethical standards.
- Key functions of the Education Assistant
 - For EduMoves™, assist with curriculum development, participate in team trainings and meetings, and serve as a Teaching Artist for the program (see Essential Functions and Other Accountabilities in the EduMoves™ Teaching Artist job description)
 - Assist with curriculum development related to educational performances
 - Assist in maintaining registration and payment records for department programming (Tessitura, Excel, Google Sheets)
 - Assist in the design, implementation, analysis, and improvement of audience engagement programs such as Behind the Ballet! and Footlights
 - Maintain updated website information for Education webpages, including curriculum portals for school shows (WordPress)
 - Maintain and organize programming materials and equipment
 - Other tasks including but not limited to communication and gathering information for grants

IV. OTHER ACCOUNTABILITIES:

- Must have reliable transportation to travel to school campuses, performance, and event venues
- Other duties as assigned

V. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Ability to teach dance, movement activities, and yoga
- Ability to lift and transport light equipment

VI. EDUCATION AND EXPERIENCE:

- Minimum qualifications
 - Bachelor's degree or equivalent experience
 - A background in ballet, as well as historical and current knowledge about dance
 - Impeccable attention to detail
 - A collaborative, team-based working style
 - Excellent verbal and written communication skills
 - Excellent time management, punctuality, and organizational skills
 - Ability to interact well with people of all ages, backgrounds, and abilities, including colleagues and the public
 - Ability to work effectively and pro-actively in office, school, and off-site environments
 - Experience teaching dance to elementary-aged children
 - Experience in yoga
 - Strong observational skills
 - Fluency in current technology and software (including Microsoft Office Suite, Google Suite Applications)
- Preferred qualifications
 - One (1) year of work experience in an office setting
 - One (1) or more years of teaching or assisting in a public elementary school setting
 - An understanding of the Texas Essential Knowledge and Skills (TEKS)
 - Fluency in database/CRMs (i.e. Tessitura), digital list management/email experience (i.e. Wordfly), and CMSs (i.e. Wordpress)
 - Spanish language proficiency

VII. COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:

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

VIII. ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Director of Education
- Supports: Education Department
- Peer collaboration/communicates with: All Departments

TO APPLY

Please email cover letter, resume, to pei-san.brown@balletaustin.org

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.