



I.TITLE: Senior Education Associate

DEPARTMENT: Education

GRADE: Full Time

SALARY: \$55,000-\$58,000 commensurate with experience

FLSA: 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; strong administrative skills; impeccable attention to detail; strong public speaking and customer service skills; the ability to supervise direct reports; 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 programming and performances.

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 Senior Education Associate:
 - Manage EduMoves, our in-school residency program, including: helping to develop and revise curriculum; helping to train new instructors; supervising Teaching Artists; teaching for EduMoves as needed; and managing relationships between Ballet Austin, schools, teachers, and families
 - For school shows and associated educational curricula: supervise the Education Assistant's work in school shows registration; oversee communications with schools, including invoices and information for attending/participating; assist with show-related curricular materials and implementation
 - Oversee the Master Classes for Schools and Teacher Professional Development programs, including fielding requests from schools and districts, booking studios in MindBody and scheduling instructors, providing invoices and receipts, and submitting instructor timesheets to Finance
 - Supervise the updating of listings in educational databases (i.e. YSM/FindHelp.com, MindPOP Matchmaker)
 - Collaborate in creating materials for and assist with implementing audience engagement programs such as Behind the Ballet, Footlights, and Encore
 - Administrative tasks will include: helping to supervise the Education Assistant; keeping departmental calendars, webpages, communications, and request forms organized and updated; helping to manage collaborations with other organizations; and 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 and performance 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
- Be available for Ballet Austin events as needed. Requires some evening and weekend work.

VI. EDUCATION AND EXPERIENCE:

- Minimum qualifications
 - Bachelor's degree or equivalent experience and five (5) years or more of work experience in an office setting
 - An extensive background in ballet, as well as historical and current knowledge about dance
 - Impeccable attention to detail and a collaborative, team-based working style
 - Excellent verbal and written communication skills, including public speaking
 - Excellent time management, punctuality, organizational, and observational skills
 - Ability to work efficiently, effectively, and pro-actively in office, school, and off-site environments
 - Three (3) or more years of teaching dance to children ages 4 to 8 years of age
 - Fluency in current technology and software (including Microsoft Office Suite, Google Suite Applications), and experience in databases (i.e. Tessitura, Mindbody), digital list management, digital email platforms (i.e. Wordfly), and CMSs (i.e. Wordpress), digital design platforms (i.e. Canva)
- Preferred qualifications
 - K-12 Public School Teaching Certification
 - Three (3) or more years of teaching in a public elementary school setting
 - An understanding of the Texas Essential Knowledge and Skills (TEKS)
 - Experience teaching yoga, and mindfulness to children ages 4 to 8 years of age
 - 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 at Ballet Austin; school campuses and school/district administration; fellow arts organizations

TO APPLY

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