



Job Title: Community Education Assistant

Department: Community Engagement and Education

Reports To: Director of Community Engagement and Education

Position: Part-time, non-exempt (hourly administrative)

Job Description: The Community Education Assistant works 33 consecutive weeks providing general administrative support to the Community Engagement and Education department and specifically related to the following programs, Student Matinee and R.O.A.D. Scholarship. This position requires 25 hours per week. During the academic year occasional evening and weekend hours may be required within those hours.

Qualifications: The successful candidate has prior administrative experience working within a professional organization, and a strong interest in the arts and/or dance. Attention to detail and accuracy, flexibility, and providing superior customer service is required. Preferred candidates will have a bachelor's degree from an accredited college or university and/or prior professional dance experience/ background.

Must possess excellent communication, interpersonal, writing and oral skills, and be comfortable engaging with diverse communities. Must be an independent thinker, take initiative and be proficient on computer, with knowledge of Microsoft Office products.

Position requires the ability to work as a self-starter in a fast-paced and fluid environment, meet deadlines, and work closely with the Director of Community Engagement and Education and in collaboration with other department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer department phone calls and emails, as needed.
- Participate in weekly departmental staff and KCB full staff meetings.
- Update department mailing lists.
- Create and update reservation spreadsheets for all Student Matinees.
- Create seating charts for all Student Matinee performances.
- Create and update R.O.A.D. Scholarship program lists and signage.
- In collaboration with department director, gather materials for R.O.A.D. Scholars' Orientations and Showcase performances.
- Research potential R.O.A.D. Residency program prospects.
- As needed and in collaboration with department director, book Student Matinee seat reservations.
- Create and update specific program invoices.
- Be knowledgeable of Kansas City Ballet's performance schedule and programs.
- Assist as staff member at specific KCB community events as assigned.

If interested please direct inquiries and send cover letter, resume and 3 references via email to: aberry@kcballet.org by August 6.

ORGANIZATION DESCRIPTION

Kansas City Ballet (KCB) is one of the nation's most respected professional ballet companies. With 30 dancers in the main company and 20 in our Second Company and an annual budget of \$9.5M, one-third of which is philanthropic support, KCB produces four productions a season at the Kauffman Center for the Performing Arts. We attract audiences of 65,000+ annually, have a School with 650 students in its Academy and 720 taking Studio (open) classes and engages more than 20,000 people each year through our Community Engagement and Education department. Vision: Outstanding dance experiences accessible to all. Mission: To inspire and engage through the beauty, power and passion of dance Kansas City Ballet is an equal opportunity employer committed to creating and sustaining a culture that values diversity, inclusion, equity and belonging.

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