



**Organization:** Kansas City Ballet

**Department:** Community Engagement and Education (CE & E)

**Title:** Community Education Assistant

**Reports To:** Director of Community Engagement and Education

**Position:** Full- time, hourly/nonexempt

**Salary:** Commensurate with experience

**JOB DESCRIPTION:**

Kansas City Ballet (KCB) seeks a Community Education Assistant to provide general administrative support as a key member in KCB's Community Engagement and Education department. This position offers an experienced applicant the opportunity to join a creative, collaborative team. The successful candidate will have some previous administrative experience working in a fast-paced, diverse environment. Occasional evening and weekend hours may be required within the 40- hour workweek.

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 be curious, creative thinkers, and problem solvers.

Candidates must possess excellent communication skills and be comfortable engaging with diverse communities. Must be an independent thinker and be proficient on a computer, with working knowledge of Microsoft Office products.

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

**QUALIFICATIONS**

- Bachelor's degree from a four- year college or university or an equivalent combination of professional education and experience.
- Two or more years prior administrative experience in a professional and/or academic institution.
- Excellent communication skills (written and verbal).
- Ability to follow directions.

- Working knowledge of Microsoft Office products. (Word, Excel, PowerPoint, Teams)

### **PREFERRED**

- Some dance teaching experience to elementary age students.
- Bi- Lingual or Multilingual.
- Knowledge of dance and/or the arts.
- Open to participate in professional development opportunities.

### **RESPONSIBILITIES**

- Maintain and update CE & E department mailing lists.
- Create, answer, and respond to customer emails and phone calls as needed.
- Create, maintain, and/or update all program invoices.
- Create and update reservation spreadsheets for all Student Matinees.
- In collaboration with the CE & E Director, reserve seats for all Student Matinee performances.
- Create computer generated seating charts for all Student Matinee performances.
- Assist and teach some R.O.A.D. residency program classes in schools.
- Create, maintain, and update Reach Out and Dance (R.O.A.D.) Scholarship program database and program signage.
- In collaboration with the CE & E Director, create and gather materials for R.O.A.D. Scholarship Parent Orientations and Showcase performances.
- In collaboration with the CE & E Director, create and review online materials and provide updates for all CE & E Programs on the KCB website and social media.
- Collect CE & E program statistics and collate program assessment tools.
- Research potential CE & E program schools as identified by CE & E Director.
- Participate in weekly meetings as required.
- Assist at specific CE & E program events and at specific KC Ballet events as assigned.
- Be knowledgeable of Kansas City Ballet's season performance schedule.

### **HOW TO APPLY**

Please send cover letter, resume and three references via email to: [aberry@kcballet.org](mailto:aberry@kcballet.org) The position will remain open until filled.

### **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 engage 20,000 people each year through our Community Engagement and Education Programs.

**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.**

