



# School Operations Manager

**Organization:** Kansas City Ballet

**Title:** School Operations Manager

**Reports To:** School Director

**Position:** Full-time, exempt

**Salary:** Commensurate with experience, plus benefits

**Start Date:** As soon as filled

## ORGANIZATION DESCRIPTION

Kansas City Ballet School (KCBS) is the official school of the Kansas City Ballet, one of the nation's most respected professional ballet companies. The school offers a complete professional curriculum for our Academy students. With locations in downtown Kansas City and Johnson County, the School maintains a faculty of over 50 instructors. The School's Dance & Fitness Class Division attracts teens and adults who wish to pursue recreational dance instruction in a supportive and encouraging setting. Many students also perform in the professional productions of the Kansas City Ballet at the Kauffman Center for the Performing Arts. The school has approximately 650 students in the Academy and 720 taking Studio (open) classes.

**Vision:** Outstanding dance experiences accessible to all.

**Mission:** To inspire and engage through the beauty, power and passion of dance.

## Job Description and Responsibilities

The School Operations Manager is a key staff member whose duties include the following:

- interface with clients, parents, students, and faculty
- organize internal and external communications
- maintain website updates
- oversee administration of student registration, evaluation and placement
- prep for spring performances, summer programming and teacher meetings
- support administration for Kansas City Youth Ballet, Trainee and Competition (YAGP/UBC) programming
- work closely with the KCB Finance Department in managing the financial aspects of the School:
  - Payroll, expenses, deposits, revenue tracking, budgeting, variances
  - Financial aid and Scholarship awards
- manage staff hiring and onboarding processes
- manage school administrative staff (Front Desk/Hall Monitors)
- maintain security schedule
- manage external studio rentals
- participate in KCB Events, and other administrative/front desk duties as assigned

- work closely with Community Engagement and Education, Marketing and Development on School-related projects.

### **Requirements**

- Previous experience in arts administration and finance
- College Degree, preferably in business and/or the arts
- Good communication skills
- Bilingual or Multilingual preferred
- Experience in MindBody software a plus

### **How to Apply:**

Interested candidates are encouraged to apply no later than **February 15, 2024** by submitting a resume, cover letter and 3 references via email: [kcowen@kcballet.org](mailto:kcowen@kcballet.org).

Kansas City Ballet is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.

A handwritten signature in black ink that reads "Kimberly Cowen". The script is fluid and cursive, with the first name and last name clearly distinguishable.

Kimberly Cowen KCB Interim School Director

[kcowen@kcballet.org](mailto:kcowen@kcballet.org)