

Reach Out and Dance (R.O.A.D.)

Program Administrator

Organization: Kansas City Ballet

Title: Reach Out and Dance (R.O.A.D.) Program Administrator

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.

Kansas City Ballet's R.O.A.D. program has a number of components:

- Weekly movement classes in area elementary schools, ending in R.O.A.D. Rallies in which the students perform. Classes are taught by KC Ballet teaching artists and live music is provided when possible.
- Approximately 75 R.O.A.D students are invited to attend dance classes (on full scholarships) in the KC Ballet facility during the school day with transportation provided by the schools.
- R.O.A.D. Scholars who continue their dance training in the KC Ballet School are provided free dance clothing, two tuition free classes each week, and other benefits such as free KC Ballet performance tickets.

Job Description and Responsibilities

The R.O.A.D. Program Administrator will be the key person who organizes teaching artists and musicians (in conjunction with the Music Director), and is in constant contact with the schools in which the program is conducted, and provides support to R.O.A.D. students and their families to ensure ongoing success.

The position will work closely with the R.O.A.D. Residency Coordinator.

This position will also be responsible for other dance instruction related programs, such as "Dancer For Day," and other such limited scope programs.

The successful candidate will have a passion for arts education, a great attention to detail, a warm and personable manner, and a spirit for problem solving and serving others.

Responsibilities

- Administer the entire R.O.A.D. program
- Coordinate program delivery in multiple schools and school systems
- Supervise and schedule R.O.A.D. teaching artists and musicians
- Interface with client schools, parents, students, and faculty
- Organize R.O.A.D. rally's with teaching artists
- Organize internal and external communications
- Maintain and submit financial/payroll information for musicians and teaching artists
- Oversee administration of R.O.A.D. student registrations, evaluation and placement
- Organize other dance-instruction based community programs.
- Arrange for dance clothes and shoes for R.O.A.D. students in KC Ballet School
- Work with teaching artists to expand the number of schools served.

Requirements

- Previous experience in arts education, preferably in dance
- College Degree, preferably in education and/or the arts
- Good organization and communication skills
- Bilingual or Multilingual preferred

How to Apply:

Interested candidates are encouraged to apply no later than **March 15, 2024** by submitting a resume, cover letter and 3 references via email: mallen@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.