

Summer Intensive Coordinator

Organization: Kansas City Ballet

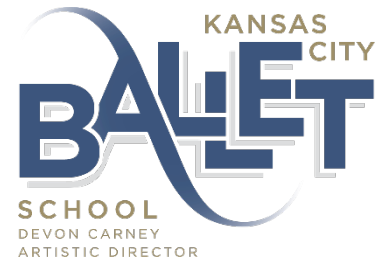
Title: Summer Intensive Coordinator

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.

SUMMER INTENSIVE DESCRIPTION

The Kansas City Ballet School Summer Intensive is a five week intense training platform for students age 12-22. Students audition from around the country to be accepted into this program and will reside in a dormitory during their stay in Kansas City. The five week intensive is June 17-July 20 in 2024. The Kansas City Ballet Summer Intensive offers a curriculum focused on classical ballet with exposure to a variety of dance disciplines. Artistic staff and school faculty of Kansas City Ballet combine to create one of the best summer intensive offered in the country. Our world-class guest instructors bring additional expertise that is unmatched and will help prepare students for the demands of a professional career. We educate not just the dancer, but the whole person. Students in the dormitory will go on weekend excursions to see more of what our city has to offer. The planning and execution of this program is a year round project.

Job Description and Responsibilities

The Summer Intensive Coordinator is a key staff member whose duties include the following:

- Maintaining Summer Intensive (SI) website pages and materials
- Scheduling the KCBS National Audition Tour
 - Advising locations with School Director

- Contracts with schools
- Travel arrangements for KCBS Staff
- Prepare all audition materials needed
 - Registration Forms
 - Mindbody Audition courses for payment
- Collaborating with the National Summer Intensive Audition (NSIA) Collective
 - Set Schedule for KC Audition
 - Set up registration for KC Audition
 - Set up day of for KC Audition
 - Disseminate materials to adjudicators for other cities
- Processing Audition results
- Processing Scholarships and Financial Aid Applications
- Set up Registration process
- Process Registrations and payments
- Building Class Schedule in MindBody
- Arranging studio rentals for outside companies SI Auditions
- Travel arrangements for Guest Faculty
- Scheduling of all SI student activities
- Hiring and overseeing the Dorm Staff
- Advising on Marketing materials
- Schedule photo shoots
- Communicate with SI parents and students
- Other school duties as assigned

Requirements

- Good communication skills and customer service
- Experience with MindBody software, Wordpress and Airtable a plus

How to Apply:

Interested candidates are encouraged to apply no later than **March 22, 2024** by submitting a resume, cover letter and 3 references via email: 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.



Kimberly Cowen KCB Interim School Director

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