



Organization: Kansas City Ballet (KCB)

Department: School

Title: School Administrator

Location: South Campus at Meadowbrook

Reports To: School Director, School Operations Manager, South Campus Principal

Position: Full-time, non-exempt

Salary: Commensurate with experience plus benefits

Job Description

The School Administrator is a key staff member responsible for overseeing various administrative and operational aspects of the Kansas City Ballet School (KCBS). This role involves managing daily operations, coordinating with students, parents, clients, faculty, and staff. This Administrator will also participate in various KCB and KCBS events while ensuring their campus operations and front desk run smoothly. The School Administrator plays a vital role in the smooth operation of the school, facilitating communication with students, clients, parents, faculty, and staff while supporting the artistic and operational goals of the school.

Key Responsibilities

- **Administration:**

Greeting and directing students, clients, parents, faculty, and staff within the building. Participating in administrative procedures and assisting with onboarding and training Administrative Assistant new-hires and professional development. Tracking and managing student attendance, absences, and makeup classes. Collaborating with the School Operations Manager and other administrative staff by implementing and maintaining front desk policies and procedures. Maintaining a safe, organized, friendly, and professional environment.

- **Student Enrollment:**

Manage the process of student enrollment, including handling inquiries and registration, and updating/ maintaining student records. Work within the KCBS MindBodyOnline account to perform

administrative duties including processing student registration; assist with school enrollment record-keeping; building classes, courses, and workshops; assigning and re-assigning teachers, accompanists, assistants, and their substitutes as needed; process student withdrawals; and making Mindbody changes as needed. Prepare studio division report with client visit history for weekly school staff meeting.

- Scheduling:

Create and maintain class schedules, courses, and performances, ensuring they run on time and efficiently; confirm that all classes have a teacher and accompanist, updating schedule changes in Mindbody and on the school's master schedule as needed; collaborate regularly with the School Operations Manager to confirm payment has been received for scheduled private lessons, studio rentals, and private Pilates appointments.

- Communication:

Act as the South Campus' point of contact for students, parents, clients, faculty, and staff by addressing inquiries and providing information about the School's programs and events; maintain School's email account, replying and forwarding messages to the appropriate party as needed; maintain a current KCBS email distribution list in online email marketing database; draft and sending important school messages to the proper email distribution lists; participate in weekly staff meetings.

- Financial Management:

Process tuition payments, point-of-sale transactions, cash and check deposits; collect tuition/fee payments, send invoices, and update payment details as needed in MindBodyOnline; oversee cash drawer and daily closeout reports to confirm administrative transactions; collaborate in financial record-keeping to ensure the school's financial health; on a weekly basis, collect cash and check payments and receipts for deposit and organize delivery to the School Operations Manager; assist the School Operations Manager with payroll functions.

- Staff Coordination:

Collaborate with faculty, teachers, choreographers, and support staff to ensure seamless coordination of activities; provide administrative support to the School Operations Manager, School Principals, Director, and other staff as needed.

- Facility Management:

Oversee the maintenance and cleanliness of the South Campus facilities, including studios and equipment.

- Marketing and Event Planning:

Contribute to marketing efforts by promoting the School's programs and events; assist in organizing Academy performances and participate in special events.

Qualifications:

- Bachelor's degree (preferred) in arts administration, business, or a related field.

- Prior experience in administrative roles, preferably in an educational or arts organization.
- Strong organizational and communication skills.
- Knowledge of ballet and the performing arts is a plus.
- Proficiency in office software, including spreadsheets and database management.
 - Successful candidates will be proficient and willing to develop skills in Microsoft Office applications including Outlook, Excel, Sharepoint, and Teams

Skills:

- Excellent interpersonal and communication skills.
- Attention to detail and strong organizational abilities.
- Ability to multitask and work efficiently under pressure.
- Financial management and budgeting skills.
- Knowledge of dance and ballet terminology and practices.

How to Apply

Please email a cover letter and resume to Courtney Collado, School Operations Manager at ccollado@kcballet.org with “School Administrator Opening” in the subject line.

Kansas City Ballet is an equal opportunity employer committed to creating and sustaining a culture that values diversity, inclusion, equity and belonging. It is highly recommended that applications are submitted as soon as possible; applications will be accepted until the position is filled.