

RECREATIONAL BALLET PROGRAMS ADMINISTRATOR

Ready to make your mark in the Arts?

L'ÉCOLE
NATIONALE DE
BAJET
DU CANADA
Danson's
Ensemble

CANADA'S
NATIONAL
BAJET
SCHOOL
Sharing
Dance

Established in 1959, Canada's National Ballet School (NBS) is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally.

Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes.

Canada's National Ballet School is currently accepting applications for the **contract full-time** position of

RECREATIONAL BALLET PROGRAMS ADMINISTRATOR

The Recreational Ballet Programs Administrator enhances the effectiveness of Recreational Ballet Program activities by providing administrative and program support to the Head of Recreational Ballet Programs.

Major Duties and Responsibilities:

- Corresponds with and acts as a point of contact for inquiries from a range of constituents; welcomes guests/parents/students; answers/directs inquiries; provides facility tours and program information to prospective students and guests;
- Assists with departmental communications and generates reports as required.
- Monitors Associates class attendance, class schedules and auditions; scheduling student interviews/assessments;
- Co-ordinates reports, casting, schedules, chaperoning, etc. of various performances and demonstrations (Year End Presentation, Nutcracker, etc.);
- Maintains/develops filing and retrieval systems as well as departmental supplies inventory.
- Tracks and updates the department schedules (scheduling meetings, conferences, travel, etc.);
- Liaises with the Registrar's Department with regard to audition logistics and to obtain information to create student lists, forms and memos
- Maintains and updates the Associates Program Notice Board, NBS website, and the Associates Parent login section;
- Co-ordinates studio reservations, A/V set-up and other AP event logistics, as required.
- Assist with Special Events such as Associates Program Closing Demonstration, Auditions and other Recreational Ballet Program events/programming.
- Assists with any other organizational and administrative aspects of the Adult Ballet Programs

Qualifications/Skills/Experience:

- Post-secondary education in office practices/administration or a related field;
- 3+ years in an administrative or related position;
- Strong knowledge of MS Office (Outlook, Word, and Excel) and experience with relational databases (data entry, data retrieval, and report generation);
- Strong proof reading, organizational and time management skills;
- Exceptional customer service, problem solving, and interpersonal skills and strong verbal and written communication skills;
- Experience in a dance environment or knowledge of dance would be considered an asset.

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be co-ordinated through NBS HR. All employees of NBS are required to be fully vaccinated against COVID (accommodations will be made for legal exemptions).

Anti-Oppression/Anti-Racism at NBS: NBS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Qualified applicants should send their *resume and cover letter, including salary expectations*, to careers@nbs-enb.ca and include "Rec. Ballet Programs Admin 2022" in the subject line of your email **by December 31, 2021***.

* Consideration of applications will begin **immediately** and continue until the position is filled.

Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.
Please visit www.nbs-enb.ca for more information.

NBS is committed to providing accessible employment practices, in compliance with the AODA. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.

NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.