



Administrative Coordinator, Community Dance

Canada's National Ballet School is currently inviting applications for the **contract full-time** role of **Administrative Coordinator, Community Dance**.

We invite you to join the vibrant staff community of Canada's National Ballet School (NBS). NBS has 300+ employees supporting programs ranging from professional ballet training, community programs, and ground-breaking health promoting initiatives.

At NBS, programming excellence, access and inclusion fuel our belief in sharing the transformative power of dance to change lives for the better. The Community Dance department plays a key role in NBS' mission, providing equitable and inclusive dance programming that engages Canadians of all ages and abilities, with a focus on supporting wellbeing and creating broad, positive social impact.

The Administrative Coordinator will work with the Community Dance (CD) department supporting the NBS' vibrant-suite of Community Dance programs. This role supports the program head, managers, and employees in a variety of tasks related to organization and communication; key duties include responding to inquiries, managing meeting schedules, recordkeeping, and participant communications. In addition, this role will support artistic administration related to NBS' annual National Audition Tour, which supports recruitment for the Professional Ballet Academic Program and Teacher Training Program.

Major Duties and Responsibilities

- Correspond with and act as a point of contact for inquiries from a range of constituents; welcome participants, families, etc.; answer/direct inquiries; provide program information to prospective participants and guests
- Assist with departmental communications and generate reports as required
- Coordinate and disseminate weekly program schedule, maintain master calendars
- Schedule and book meetings for CD and Audition Tour activities
- Make travel arrangements e.g. booking flights, car rentals, taxis, hotel reservations and create/disseminate travel itineraries
- Support data collection/entry related to program evaluation and reporting
- Maintain records including invoices, participant waivers, and media releases etc.
- Support equitable, inclusive and safe practices e.g. maintain up-to-date attendance for participants and volunteers, communicate with vulnerable populations including older adults and children living with disability(ies)
- Assist with Special Events at NBS such as Culture Days, NBS Sharing Dance Day and other community programming

Qualifications/Skills/Experience

- Post-secondary education in office practices/administration or a related field
- Minimum 2 years of experience in an administrative/clerical role; experience in arts or program administration considered an asset

- Strong knowledge of Microsoft Office (Outlook, Word, and Excel); experience with relational databases (data entry, data retrieval, and report generation)
- Exceptional customer service, problem solving, and interpersonal skills
- Strong verbal and written communication skills; French-language proficiency considered an asset
- Ability to develop and maintain productive working relationships with teams, peers, and management

Successful candidates must supply Canada's National Ballet School with a Police Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Join our team today! Please email your resume and cover letter with ***salary expectations***, to careers@nbs-enb.ca and indicate **"CD Admin Coord 2023"** in the subject line.

About NBS

NBS is the largest dance training organization in Canada. At NBS, excellence, access and inclusion fuel our belief in sharing the transformative power of dance to change lives for the better. For 60+ years, NBS has been Canada's leader for Olympic-calibre ballet training, with a track record for driving systemic, progressive change; evolving dance education significantly over time. Our pursuit of dynamic inclusion constantly reveals the life-changing impact of the power of dance. This is what drives our commitment to making dance a part of all Canadians' lives. NBS continues its focus on excellence in ballet training, while leveraging its artistic core to expand NBS' program offerings to engage more people than ever before.

To realize its mission, NBS strives to:

- Increase the relevance of the art of ballet in the lives of all Canadians
- Reflect a vision of leadership that touches more communities, more partners and greater breadth and depth of talent than ever before
- Address the need to bring new faces to ballet – as prospective professional students and as future enthusiasts for the art form – embracing and nurturing a more diverse spectrum of children and youth to participate in dance and explore training at the highest level
- Deliver the broadest range of impactful, evidence-informed community dance programs of any ballet school in the world

NBS is committed to the goal of being an equity-informed school. We invest heavily in work and practices that foster positive change internally while driving a progressive evolution in the wider sector. We recognize our responsibility as Canada's largest arts training organization and one of its oldest, to address anti-Black racism, reconciliation with Indigenous peoples and systemic oppression in Canadian society. Building an inclusive sense of belonging at NBS for every dancer and employee is the School's primary imperative

At NBS, we can offer you the chance to build a rewarding and fulfilling career. This is a place where you can realize and achieve your professional goals within a supportive and respectful environment.

Collaborating with talented artists and colleagues on deeply satisfying and rewarding work, every employee has the opportunity to make a profound impact on our organization and on society.

At NBS we are committed to making our organization stronger by engaging individuals with a wide range of experiences, backgrounds and abilities. When you join us, you will be a part of an organization built on respect, creativity and a shared sense of purpose.

NBS is committed to building a remarkable and talented workforce that is reflective of the diversity in the City of Toronto. We strongly encourage applications from all qualified individuals, especially welcoming those with diverse intersectional identities who can provide different perspectives and contribute to the further diversification of ideas.

We are committed to inclusive and accessible employment practices. Should you require accommodation at any stage of the recruitment process, we ask you to please make your needs/requirements known.