



Registration Associate

Canada's National Ballet School is currently inviting applications for the **full-time, permanent** position of **Registration Associate**.

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 engagement, and ground-breaking health initiatives.

We are looking for a dynamic individual to join our **Registrar** team, with the talent, innovative-thinking and passion to help NBS continue to share the transformative power of dance with people of all ages, abilities, and aspirations. As an organization, NBS is continually evolving and we are looking for a professional with unique, new ideas to complement the School's collaborative work culture.

Reporting to the **Registrar**, the Registration Associate will provide a range of administrative and customer support services to the public, students and staff, while performing tasks related to registration, record keeping and admissions for all NBS programs.

Major Duties and Responsibilities

- Responsible for the necessary documents to student study permits and work permissions for new international students; track and issue documentation for returning students in compliance with IRCC policies; assist students and families with online applications as required
- Reviewing and processing admission documents for new and returning students in all NBS Professional Programs, ensuring compliance with NBS and Ministry policies and procedures
- Assist with cross-country audition tour preparation, including travel on tour as tour administrator.
- Maintain an inventory of required supplies for registration and audition processes
- Oversee the departmental filing system for all student records by adhering to system procedures, and by compiling, sorting, archiving and retrieving files.

Qualifications/Skills/Experience

- Secondary School graduation diploma, a post-secondary education in office practices or related field
- 3 -4 years of experience in an administrative/clerical role, preferably in an educational environment
- Experience working with databases and producing reports
- Experience working with and processing data in student information systems or related databases
- Excellent organizational, problem solving and analytical skills, with the demonstrated ability to make sound decisions in a fast-paced environment
- Excellent verbal and written communications skills; ability to understand complex information and policies and successfully translate them to students and faculty
- Strong attention to detail and well-developed problem-solving skills; excellent organizational, time management, multi-tasking and interpersonal skills.
- Knowledge and proficiency of web based tools, with advanced knowledge of PC software (Microsoft Office particularly Word, Excel and Outlook)
- Demonstrated commitment to equity, diversity, inclusion and the promotions of a respectful and collegial learning and working environment
- Proven collaborative and teamwork skills

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 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 "**Registration Associate - 2023**" in the subject line.

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

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.