

Job Listing
Registration and Backstage Assistant

10 hour per week P/T position as a Registration and Backstage Assistant for Alameda Ballet Academy (ABA) / Alameda Civic Ballet (ACB).

Responsibilities include but are not limited to:

- *Manage online enrollment system for ABA's school year and summer youth classes & camps, as well as adult classes
- *Assist with replies to email and phone inquiries from new and current students regarding classes and camps
- *Track tuition payments and contact families / students for outstanding payments
- *Provide backstage assistance at rehearsals and performances for ABA's Spring Recital and ACB's Nutcracker

Requirements:

- *Proficient in MS Excel, MS Word, Google Drive and Gmail. Experience with MindBody Online software is a plus.
- *Good communication skills, both written and verbal
- *Great attention to details
- *Able to prioritize and multitask
- *Organized
- *Available at least 3 Saturdays per month to assist families with tuition questions and dancewear purchases

Must be willing to work as an independent contractor. Dance knowledge not required but is a plus. Training provided.

Days and hours are flexible. Pay is \$15 - \$20 per hour DOE.

Please send resume and cover letter to admin@alamedaballet.com by 4/10/19. Position will remain open until filled.

Start date: flexible, ideally in April or early May 2019.

Job Description

Registration and Backstage Assistant Alameda Ballet Academy & Alameda Civic Ballet

We are looking for a responsible, energetic and fun person to join our small staff at the Alameda Ballet Academy / Alameda Civic Ballet.

As a part-time Independent Contractor and assistant to the Artistic Director and Operations Manager, duties and responsibilities are as follows:

- Maintain MindBody database for enrollment records, payments, and contact information of students and instructors
- Track tuition payments and follow-up with families and students as necessary for outstanding amounts due
- Maintain email address lists for group communications to ABA families
- Prepare youth and adult class rosters as needed
- Assist with backstage management for Spring Recital and Nutcracker Rehearsals