



Vitacca Ballet & School for Dance – School Manager Position (HOUSTON location)

Organization

Vitacca Ballet & School for Dance (Vitacca) was founded in 2012 as a cross-training dance program for aspiring artists ages 10–19. Under the Artistic Direction of Kelly Ann Vitacca, the once small project quickly grew into an all-encompassing and leading dance institution that offers primary to professional training programs including an accelerated program for home-schooled dancers.

Vitacca Ballet & School for Dance offers Children's, Pre-Professional, and Professional training programs for the driven dancer. The school's curriculum and culture are designed to push each dancer beyond their technical and artistic abilities and offer the education needed to pursue a long, healthy, and professional career.

For more information: info@vitacca.org

Job Description

The School Manager will assist efforts as Vitacca Ballet & School for Dance continues to grow. We are offering a salaried position to a self-starter and team player who is dynamic and well-organized. Please submit a writing sample and resume to info@vitacca.org. Candidate with two or more years of arts management desired.

Responsibilities

- **FACILITY:** Manage keyholders and open/close building schedule, Oversee rental inquiries, contracts, rental fees and building keys, Manage facility: daily upkeep and cleaners payroll, Order office & operational supplies as needed
- **COMMUNICATION:** Disseminate important information such as school closures and monthly newsletters, Follow-up regularly with free trial students, Act as school liaison with parents (phone calls, in-person, prospective students, etc.), Schedule necessary parent/Artistic Director meetings
- **GENERAL:** Check voicemails daily and upkeep voicemail message, Facilitation of attendance sheet, make-up forms, trial class forms, Assist with all scheduling needs including: Fall/Spring Season Training Schedule, private coaching, Season-at-a-Glance, Summer Schedule & programming, and manage all input to Google Calendar, Maintain and update callboards: check internal schedule daily & re-print and post with changes, post casting documents, dancer announcements, flyers, faculty/guest artist biographies, Oversee dancer evaluation schedule and facilitation, Prepare all necessary documents for auditions, In-Studio Review, Solo Preview, Winter Works, intensives, etc. Documents include: rosters, audition numbers, adjudication forms, programs, welcome letters, schedules, Mange PE Waivers and parent PE Waiver payments, Coordinate/schedule staff meetings, attend artistic staff meetings as needed, take and disseminate meeting notes, Manage Front Desk person as needed, Manage & assist staff as needed for events such as auditions, in-studio demonstrations, studio events, Oversee Children's Program and School Training to reach yearly student body goals through thoughtful systems, clear communication and dancer/parent relationship building, Provide administrative support to Studio Company Director, Support the creation and upkeep all casting documents, contemporary solo grid, variation grid alongside Studio Company Director
- **FINANCIAL:** Prepare monthly invoices for all school accounts via QuickBooks, Manage daily deposits and run monthly tuition payments, Keep track of faculty, staff and oversee subbing amounts inline with budget
- **REGISTRATION:** Manage all intensive and audition registration via Constant Contact. Responsible for all school account entry via Akada software, prepare attendance rolls/sign-in sheet for all classes/dancers, Knowledge of dancer placement/age-and-skill appropriate assessments
- **PRODUCTION:** Front of House Manager and on-sight support at performances and events (fall, winter, and spring productions), Assist with all in-studio demo preparation including but not limited to chair, facility cleanliness, schedules, and other needs, Assist management of music files in DropBox, including properly labeled files and playlists specific to performances/competitions, Assist in creation of school production schedules (add to internal calendar), Provide program credits in-line with marketing needs (Marketing manages), Manage and aid with all load-in and load out needs, Event/Performance onsite needs including but not limited to: Note taking, contractor/GA hospitality, event FOH, backstage support, Main contact and communication for wardrobe support and contract, Take measurements for all studio company dancers, Responsible for researching, sizing, and purchasing costumes, Assist in fitting costumes, pinning/markings alterations, Coordinate/hire union wardrobe help, contracted stitchers/menders/dressers, and tailoring services, Label dancer names in costumes, Organize costumes by cast and assist in load-in/out of costumes per performance, Coordinate costume dry-cleaning drop-off/pick-up

**Qualifications**

- BA (required)
- 2-plus years' experience in arts administration or business management
- Demonstrated excellence in organizational and communication skills
- Proficiency in Microsoft Excel and Word. Knowledge of QuickBooks is highly desired.
- Ability to work in fast paced environment, think creatively, and be adaptable.

Preferred Weekly Schedule and Additional Hours:

- Monday-Thursday 2:00-7:30pm
- Saturdays 9:00am-1:00pm
- Event Weekends: Auditions, Demonstrations, Productions and Performances (at least three per season—Fall, Winter, Spring including Nutcracker production during Thanksgiving Week)
- Off Time | Vacation in accordance with Vitacca Dance's season schedule: Labor Day, Winter Break (2 weeks), Spring Break, Easter/Good Friday, Summer (2 weeks)

Attire: No uniform required. Business casual attire requested.