

# ALONZO KING LINES BALLET

[www.linesballet.org](http://www.linesballet.org)

## Community & Teens Programs Manager

### About Alonzo King LINES Ballet

**Alonzo King LINES Ballet was created with the purpose of touching hearts and stirring minds through dance.**

The mission of Alonzo King LINES Ballet is to nurture artistry and the development of creative expression in dance, through collaboration, performance, and education.

As an organization, Alonzo King LINES Ballet:

- ***Recognizes that art lives within each and everyone of us***
- ***Strives to balance law and intuition***
- ***Believes in the full potentiality of the human being***
- ***Invests in imagination and creativity***

Alonzo King LINES Ballet (LINES Ballet) is a celebrated contemporary ballet company that has been guided since 1982 by a uniquely global artistic vision. Collaborating with noted composers, musicians, and visual artists, Alonzo King creates works that draw on a diverse set of deeply rooted cultural traditions and imbue classical ballet with new expressive potential. Each year, LINES Ballet premieres new works in bi-annual San Francisco Home Seasons, which go on to tour nationally and internationally.

LINES Ballet serves the San Francisco Bay Area with the Alonzo King LINES Dance Center, BFA Program, Training Program, and Summer Program, in addition to offering outreach activities to a variety of communities, both locally and nationally. We reach nearly 10,000 students annually through all education programs and initiatives.

The Alonzo King LINES Dance Center is a six-studio facility in the heart of downtown San Francisco which offers classes and workshops seven days a week for adults at all levels in ballet, modern, contemporary, jazz, hip hop, global dance, and more. In addition to providing 80-100 adult classes per week, Dance Center also offers Community Programs for youth, including Teens @LINES and Heart with LINES among other initiatives.

LINES Community & Teens Programs are quickly growing and developing as programs continue to serve youth and families.

Alonzo King LINES Ballet seeks a motivated and passionate administrator and dance education professional to support and expand its programs for schools, youth, families and the community. The **Community & Teens Programs Manager** will work closely with the Managing Director of Education and in partnership with Education Staff to drive and support programmatic growth, manage and strengthen the administrative systems and processes and increase reach throughout the Bay Area.

This position is an exciting opportunity for arts administration professional/teaching artist with a history of success and a passion for the accessibility of dance.

### Position Summary

Reporting to the Managing Director of Education, the Community & Teens Programs Manager plays an important role in LINES Ballet's ability to offer accessibility to dance year-round to the diverse Bay Area communities. This position will oversee functions, systems and communication in LINES Community Programs including school residencies, contracted partnerships, group visits, field trips, teaching artist training and development, Teens @LINES and Kids @LINES. The Community Programs Manager has the opportunity to create a sustainable and lasting foundation for these programs as they grow and expand.

### The Ideal Candidate

The Community & Teens Programs Manager has a deep understanding of dance and dance education in a community setting and complimentary administrative experience. Experience and knowledge of arts integration models and best practices in partnership building with schools and community-based organizations is highly desirable. The ideal candidate will also have experience in program growth and development including building and refining administrative systems. He or she is self-starter, motivated, fast-paced and has exemplary communication and organization skills. The ideal candidate enjoys and is excellent at project management, has a thorough understanding and knowledge of community-centric dance education trends, along with assessing and refining ongoing systems and processes.

### Key Responsibilities

- Cultivate, build, contract and maintain district and school partnerships and relationships;
- Oversee all partnership communication, facilitation, implementation and follow-up;
- Contract management and facilitation for all contracted partners;
- Cultivate and develop community partnerships, prospects and contracts with schools and community based-organizations;
- Hire and schedule teachers and monitor content delivery for all Teaching Artists and program staff connecting with LINES Community Programs
- Coordinate hiring and payroll paperwork for Community Programs staff and Teaching Artists

- Develop and administer Community Programs curricula, including but not limited to: student teachers, lecture demonstrations, Training Program pedagogy classes, on and offsite community classes, performances;
- Develop and provide assessment support and facilitation for all Community Programs
- Oversee all administration, registration and facilitation of Teens @LINES;
- Oversee all administration, registration and facilitation for pilot programs such as Kids @LINES;
- Develop appropriate marketing and messaging plans per program in partnership with Marketing Department;
- Oversee, coordinate and facilitate all final culminating events and sharing of student work for all partnerships and programs;
- Administer scheduling for all Community & Teen Programs;
- Administers and oversees registration system (Active.com) for Teens @LINES and other programs;
- Works with parents and families to answer their programmatic questions;
- Oversee, administer and facilitate all group visits and field trips;
- Oversees Dance for Parkinson's Program;
- Site observations and school visits as assigned;
- Develops road map for program growth;
- Builds systems for program sustainability;
- Responsible for program tracking and metrics;
- Any additional duties as assigned by the Managing Director of Education.

### Qualifications

- Aligns with LINES Ballet Core Ideology
- 3-5 plus years of professional experience in dance education, administration or related field
- Experience with dance programs in a school or community setting
- Experience and knowledge of arts integration and working with teachers and administrators
- Excellent communication skills, both written and oral
- Strong organizational and time management skills with exceptional attention to detail
- Flexible and adaptable style; an individual who can positively impact both strategic and tactical program development and systems
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels of seniority within and outside LINES Ballet
- Experience with MindBody© Online or Active.com or other comparable database/registration systems a plus
- Experience in Constant Contact, InDesign and Social Media platforms a plus
- Knowledge of SFUSD and BUSD partnership policies, a plus
- Bachelor's degree required

### Physical Demands

Must be able to work under pressure to meet organizational needs and other deadlines. Speaking and hearing are essential for communication, as is visual acuity essential for reading. Must be able to lift up to 40 lbs., be able to reach, bend, or stoop, and reach over the head. Flexion and extension of wrists and arms is required 20-60% of workday.

This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change, or be eliminated. Management reserves the right to revise the responsibilities or to require other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments).

### Customary Schedule

- Work Hours: 40 hours per week
- Monday – Friday; evenings and weekends as required

Status: Hourly, Non-exempt

Reports to: Managing Director of Education

Compensation: The salary for the position is competitive depending on the candidate's experience and qualifications.

Benefits: Benefits include 100% medical, a 403b plan, unlimited dance classes, 9 paid holidays and a generous PTO policy.

Alonzo King LINES Ballet is an Equal Opportunity Employer.

### To Apply

Please submit cover letter and resume to [jobs@linesballet.org](mailto:jobs@linesballet.org) by December 14, 2018 with "Community & Teen Programs Manager" in the subject line. Please, no calls.