

ALONZO KING LINES BALLET

Position Description

Job Title: Dance Center Daytime Coordinator

Reports To: Dance Center Senior Coordinator -> Dance Center Manager

Customary Schedule:

- a. Customary Work Hours: 24 hours per week
- b. Customary Work Days: Monday, Wednesday, Thursday, Friday: 4 days per week
- c. Status: Part time, Non-Exempt
- d. Benefits: free dance classes, discounted studio rentals

Position Summary:

Alonzo King LINES Ballet (AKLB) is a celebrated contemporary ballet company that has been guided since 1982 by its unique core values and 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. Founded in 1982, the mission of Alonzo King LINES Ballet is to nurture dynamic artistry and the development of authentic, creative expression in dance, through collaboration, performance, and education.

Alonzo King LINES Dance Center offers 75 open classes per week, as well as workshops and masterclasses that provide access to elite choreographers, companies, and artists. From the absolute beginner to the professional dancer, LINES Dance Center offers everything from ballet, modern, contemporary, jazz, hip hop, global dance and more in an environment that is inspiring and approachable. Connecting Alonzo's philosophy and vision, there is something for everyone - encouraging artistry, dance education, and discovery through various dance forms.

Duties and Responsibilities:

- Provide general organizational administrative support
- Comply with all policies and procedures of the Dance Center
- Process class sales, student check-in and accounts receivables
- Provide exceptional customer service: answer incoming phone calls on the general information line and greet incoming clients for Dance Center and LINES Ballet
- Supervise work exchange volunteers during each shift
- Report concerns of the general public about policy and scheduling to the Dance Center Senior Coordinator and Director of Education, make suggestions for improvement as appropriate
- Dance Center daily financial reporting

- Handle short term rental inquiries and bookings

- Contribute to maintaining Check log & manage organizational mail
- Track inventory of office and janitorial supplies and order, in consultation with the Senior Dance Center Coordinator
- Contribute to facility upkeep - overseeing twice daily studio cleaning, maintenance and repairs and as needed hands-on upkeep (minor repairs, supply stocking, etc.)
- Report repair needs of studio, stereo, and streaming equipment to the Senior Dance Center Coordinator and solve minor fixes with own skill set

Non-Physical Demands/Qualifications

- Passionate about AKLB's mission and impact
- Outstanding communication and interpersonal skills, demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, from diverse backgrounds
- Cashiering experience essential
- A background in dance is highly preferred, experience with Marley floors a plus
- Excellent time management skills and the ability to manage a variety of projects simultaneously
- A proficiency with Microsoft Office, familiarity with MindBody© online a plus
- Emergency preparedness knowledge a plus
- Self-starter, self disciplined, energetic
- Creative problem solver, open to change, flexible, and capable of adapting to changing priorities
- Ability to maintain confidentiality and manage confidential information
- Ability to take direction
- Experience working in a team environment and as a team builder
- Proven ability to work with efficiency, flexibility, and good humor
- Must be able to work flexible hours when needed

Physical Demands/Qualifications:

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

To Apply:

Please send a cover letter and resume to jobs@linesballet.org with "Dance Center Daytime Coordinator" in the email subject line.

Position open until filled.

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).