

ALONZO KING LINES BALLET

Position Description

Job Title: Dance Center Manager

Reports To: Director of Education

Customary Schedule:

- a. Customary Work Hours: 40 hours per week
- b. Customary Work Days: Monday-Friday: occasional evening and weekend work required
- c. Status: Full time, Exempt
- d. Benefits: 100% Employer paid medical plan, employee paid dental and vision coverage, pre-tax commuter benefits, access to a 403b retirement plan, unlimited dance classes, 12 paid holidays, and a generous PTO policy

About Alonzo King LINES Ballet

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 Ballet (AKLB) 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, AKLB premieres new works in bi-annual San Francisco Home Seasons, which go on to tour nationally and internationally.

LINES Ballet shares its vision of transformative, revelatory dance through performances by the Alonzo King LINES Ballet Company as well as through its diverse, high caliber offering of education and community programs. LINES Ballet is dedicated to training the next generation of dancers through these progressive and intentional programs: LINES Ballet BFA Program at Dominican University of California, LINES Ballet Training Program, and LINES Ballet Summer Program. High-level, elite dancers travel from throughout the world to train and study the philosophy and approach of Alonzo King while developing their own unique voice as artists.

Alonzo King LINES Dance Center offers 20 online classes per week, as well as workshops and guest classes that provide access to elite choreographers, companies, and artists. The Dance Center rents its professionally equipped studios to education programs, choreographers and companies for auditions, rehearsals, and coaching dancers. The LINES Dance Center is looking

forward to returning to in-person operations, pending City of San Francisco guidelines. From the absolute beginner to the professional dancer, LINES Dance Center offers everything from ballet, modern, contemporary, jazz, 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.

Position Summary

Reporting to the Director of Education, the Dance Center Manager plays an important role in AKLB's ability to offer accessibility to dance year-round to the Bay Area. As a key member of the Dance Center team, this position will manage programs, oversee scheduling, and take the lead on Dance Center general operations and systems. Additionally, the Dance Center Manager will strengthen and improve overall organizational functionality. The Manager is also responsible for establishing and maintaining effective teamwork and communication within the Dance Center team, including teachers and staff, with the ultimate goal of fostering strength and sustainability for AKLB's largest community effort.

Revenue Growth

- Maximize revenue for open adult classes, the Teens at LINES program, and studio rentals
- Foster relationships with teachers and choreographers in the Bay Area and beyond
- Keep updated on latest trends in dance in order to maintain LINES' position at the forefront of the Bay Area dance community

Managing Streaming Platforms

- Manage streaming of hybrid and/ or completely online dance classes
- Create a system that will allow for students to stream high quality classes remotely
- Stay informed of best practices in video streaming
- Support IT in troubleshooting systems

Dance Center Leadership

- Serve as the direct supervisor for Dance Center Associates and Coordinators, as well as Work Exchange Program (WEX) volunteers
- Provide 10-15 hours of support at the reception desk, as necessary
- Other duties as assigned

Administrative Management

- Work closely with the Dance Center team to manage administrative systems and processes including (but not limited to) contract management, payroll systems, and procedures, internal communication systems, database management, interdepartmental data sharing, faculty communication, and more
- Maintain master schedule for use of the six Dance Center studios, including communication with program directors and renters regarding space usage
- Manage customer service issues
- Provide final approval and review of payroll for all Dance Center teachers and staff

- Develop and maintain the Dance Center budget
- Work closely with the Director of Education and the Finance Department on tracking and reconciliation systems
- Collaborate with Marketing on all Dance Center materials, including generating copy

Facilities Management

- Oversee all facility needs of the Dance Center
- Oversee cleaning of the Dance Center, including hiring contractors and purchasing supplies
- Remain up to date on best practices for cleaning the facilities, especially pertaining to COVID-19
- Manage the relationship with the Dance Center landlord, including communicating any issues and scheduling repairs

Qualifications

- 5+ years of management experience
- Passionate about LINES Ballet's mission
- Experience in budgeting and systems management
- Experience managing a diverse team
- Excellent communication skills, both written and oral
- Experience with MindBody Online, Zoom, and other comparable registration/streaming platforms

Other Attributes

- Flexible and adaptable style
- Ability to work independently without close oversight
- Collaborative approach to problem-solving
- Excellent team player
- Strong business acumen

Benefits and Schedule

- Monday-Friday; occasional evenings and weekends
- Full-time, exempt employee
- Reports to Director of Education
- Competitive salary based on candidate's experience and qualifications
- Benefits include a 100% Employer paid medical plan, employee paid dental and vision coverage, pre-tax commuter benefits, access to a 403b retirement plan, unlimited dance classes, 12 paid holidays, and a generous PTO policy

To Apply:

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

Position open until filled.