

ALONZO KING LINES BALLET

Position Description

Job Title: Dance Center Evening Coordinator

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

Join an internationally-acclaimed arts organization at a pivotal time in its growth. Celebrating 37 years, Alonzo King LINES Ballet is part of the cultural fabric of San Francisco and known around the globe for its impact on shaping the future of ballet and dance education. Founded by visionary choreographer Alonzo King, the organization has been recognized for its world-premiere performances featuring unique collaborations and transformative education programs that nurture creativity, self-discovery, empathy, and risk-taking.

LINES is seeking an organized, passionate, and driven administrator to support all operations of the LINES Dance Center. The role will involve interfacing with students, teachers, accompanists, and volunteers to support LINES' mission to be a community dance hub.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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
- Lead in recruiting and onboarding WEX volunteers, in consultation with the Senior Dance Center Coordinator
- 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 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

- Close and lock all windows and studios at the end of shift. Ensure all offices are locked. Make sure all Dance Center patrons, employees and renters, including SF Gyrotonic, are out of the building before leaving, encouraging them to leave on time.

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 Evening Coordinator" in the email subject line.

Position open until filled.

Alonzo King LINES Ballet is an Equal Opportunity Employer. Position open until filled.