

ALONZO KING LINES BALLET

SUMMER PROGRAM

Title: **Summer Program Coordinator**

Reports to: Summer Program Director

Hourly Rate: \$26/hour

FLSA Status: Seasonal (Mid May–Mid August), Part-time hourly, Non-Exempt

Work Hours: 20 hours weekly in May, 25-30 hours weekly during active sessions and performance weeks (June-Mid August)

Schedule: Monday–Friday, Saturday performances in June and July; evenings as required. This position is remote in May; in-person at LINES SF HQ June–mid August

Join an internationally acclaimed arts organization at a pivotal time in its history. Celebrating 44 years, Alonzo King LINES Ballet is part of the cultural fabric of San Francisco and known internationally 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 artistic collaborations. Our company and programs nurture creativity, self-discovery, empathy and risk-taking. We invite and encourage you to learn more about us here: <https://linesballet.org/>

Position Summary

Reporting to the Summer Program Director, this role provides administrative support in all areas of the program and oversees coordination of students, staff, and vendors in the months before and during the Summer Program. It is ideal for someone who has some experience in arts administration, academic settings or dance programming.

Key Responsibilities:

Program Coordination

Serves as the first point of friendly, professional contact for the Summer Program for families and students

Manages a large phone call and email volume for the Summer Program

Coordinates and distributes daily student and faculty schedules

Assists with calendars, deadlines, and reminders

Assists with box office and front of house duties during showcase performances.

Coordinates administrative work of Resident Supervisor and Resident Assistants

Registrar

Assists with student registration process including communications and follow-ups
Collects and organizes program enrollment and housing paperwork, including online forms

Database/Tracking

Assists and oversees online registration protocols and forms
Maintains Summer Program filing and data storage system

Other

Captures photo and video footage of students in classes and rehearsals for marketing use
Assists with creating social media content for marketing use
Assists Program Director with general administration support
Other job projects and tasked as assigned

Requirements

- Passionate about LINES Ballet's mission, impact, and success – a background in dance is strongly preferred
- 1-2 years of administrative experience; 2-4 year degree preferred
- Outstanding organizational and coordination skills and high attention to detail
- Excellent time management skills and multitasking abilities
- Excellent written, verbal, and interpersonal skills essential for interacting with students, parents, staff, and faculty
- Creative problem solver, open to change and feedback
- Experience with dance performance back of house/front of house logistics preferred
- Knowledge and experience with capturing and posting content in social media preferred
- Proficiency in electronic platforms: familiar with Google Workspace, Zoom; familiarity with registration softwares like ACTIVE and MindBody© online is ideal.
- Completion of CPR Certification prior to start date
- Ability to pass a criminal background check

Physical Demands

- Must be able to remain stationary at a desk for typing and administrative work
- Must be able to move through the physical building space, spanning 5 floors with ability to ascend/descend stairs if needed
- Requires mental acuity to be able to perform the essential functions of the role
- Must be able to lift up to 30 lbs., reach, bend, or stoop, and reach over the head.

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 in some degree based on business needs.

Benefits: All LINES employees are eligible for mandated insurance programs and time off: State Disability, Unemployment Insurance, Paid Family Leave, Workers Compensation,

Medicare/SS, Paid Sick Leave, pro-rated holiday time if working a minimum of 25 hours weekly, Pre-Tax spending in FSA Transit, 403(b) retirement participation, discounted LINES retail merchandise, free classes taught by in-house faculty, subject to availability: free tickets to LINES Company and other in-house performances.

To apply, applicants should send their resumes and cover letters describing their qualifications and interest to jobs@linesballet.org. Even if you don't meet all criteria, you are encouraged to apply or ask questions. If you require reasonable accommodation in applying for this role or interviewing, please contact Anne Calais, HR Director at the email address above. Review of applicants will begin on March 15, 2026. This position would start mid May and conclude early/mid August. Please reference "**LINES Ballet Summer Program Coordinator**" in the subject line. Resumes without cover letters will not be considered.

Equal Opportunity Statement:

LINES is an equal opportunity employer embracing a workforce that reflects the exceptional diversity of the Bay Area and our country. We comply with all applicable state and local laws governing nondiscrimination in employment. We foster a work environment where people feel welcomed regardless of race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status origin, sex, age, disability or sexual orientation.