

# Academy Administrator/ Outreach and Education Coordinator



## **Duties:**

Dallas Black Dance Theatre is seeking an organized and proactive education administrator for a full-time position. The Academy Administrator/Outreach and Education Coordinator will oversee day-to-day administrative needs of DBDT's Academy as well as serve as a liaison between DBDT and local schools regarding outreach programs. This individual must be able to manage staff/teachers and work within a dynamic environment.

## **Primary Responsibilities:**

- Assist in planning, coordinating and implementing all Academy programs and meet financial goals.
- Aggressively promote all Academy programs.
- Establish, build and retain relationships with schools by marketing outreach programs.
- Maintain accurate database records of Academy programs and students.
- Maintain positive relationship with students, parents and schools.
- Ensure program reporting is carried out accurately, completely and well-documented.
- Coordinate booking for Student Matinee programs and serve as on-site coordinator during performance.
- Other duties as assigned by Academy Director.

## **Qualifications:**

Experience in administrative work environment for at least 2 years.

Dance Education or Dance Degree strongly preferred

Please email resume, cover letter and salary requirements to [admin@dbdt.com](mailto:admin@dbdt.com).

Reference "Outreach and Education Coordinator" in the subject.

No later than 5:00pm on July 24, 2015.

No phone calls please.