

OREGON **BALLET** THEATRE

Title: School Registrar
Department: Oregon Ballet Theatre School
Position Status: Regular Part-time, Hourly, Non-Exempt
Effective Date: Upon Hire

General Description: The School Registrar is responsible for the School of Oregon Ballet's registration process, ensuring the integrity of the School database, serving as the first point of contact for the School. The position reports to the School Director and the successful candidate will work independently and as a team player to ensure the School operates in an effective and efficient manner. The role requires the ability to communicate and coordinate with various constituencies from students and parents to staff and the general public. A background in project management or previous experience as a registrar or similar role with proficiency in managing a contact management database and accounting system, as well as a strong aptitude to manage to deadlines and work in a dynamic environment, are essential.

Essential Duties and Responsibilities:

School Registrar:

- Processes registrations and keep current class attendance sheets and rosters related to school curriculum and programs including but not limited to Summer and Annual sessions, Summer Housing program, and adult workshops and classes
- Uphold and maintain the integrity of the school's MINDBODY database-accounting system, working closely with the Business Office on account set up and collection of all monies owed
- Assist School Administrator with all forms of school communication, and coordination with other departments for school programs, rehearsals and performances, audition tours, events and fundraisers
- Maintain registration materials for all programs, school contact sheet, accurate office filing systems
- Open and close building which includes school facilities; safely release students at the conclusion of classes
- Provide marketing support as needed by staffing key events and supporting promotional opportunities
- Other duties as assigned

Customer Relations:

- First point of contact for all students, families, and visitors in person, by phone or over email answering all inquiries relating to registration, accounts and general information; offers exceptional customer service
- Assists in implementing all OBTS policies and procedures
- Positive relations with all staff, School parents and students

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Qualifications for Success:

- Positive attitude and exceptional work ethic
- Strong written and verbal communication skills
- Excellent attention to detail and organizational skills
- Ability to work independently and with others as a team
- Strong time and stress management skills

Education and Experience:

- Minimum two years in role as a school registrar or similar role with a proven track record of success in a highly dynamic environment.
- Bachelor's degree in business administration, or related field and/or equivalent combination of education and experience.
- Basic accounting or bookkeeping skills and managing budgets is preferred
- Proficiency in Microsoft Office Suite of products, including Word, Excel, and PowerPoint.
- Background or experience in ballet preferred but not required

Oregon Ballet Theatre is an equal employment opportunity employer. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.