



## Position Description February 2023

**Title:** School Registrar  
**Department:** Oregon Ballet Theatre School  
**Position Status:** Regular Full-time, Exempt, Benefits Eligible  
**Salary:** \$45,000 – \$48,000 annually  
**Effective Date:** Upon Hire

### Position Overview:

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 Functions:

#### 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 school 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.

### Experience and Skills:

- 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
- 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.

**Equity:**

OBT is committed to a diverse, racially, and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

**Our Culture:**

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Diverse, Equitable, and Inclusive. Disagree well. Compassionate. Ambassadors. Accountable.

**Accommodations:**

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently abled to perform the primary responsibilities for the job.

**Security Clearance:**

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews results of each background check individually and assesses them on a case-by-case basis for context and relevance to the job.

**Working Conditions:**

This job operates in a shared professional workspace which includes rehearsal studios, as well as in large public theaters during performances. COVID vaccinations, including boosters, as eligible are required.

**Work Schedule:**

This is a full-time 40-hour per week position that occasionally requires extended hours and weekend work. Flexible scheduling of work hours is an option. Regular hours for this position are 10am – 6pm with some flexibility Monday – Friday. Occasional weekend hours are required.

**Compensation:**

This salary range for this position is \$45,000 - \$48,000 annually. Benefits include employer-paid medical, dental, and vision insurance; life insurance; and 25 days off annually (15 days PTO and 10 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plans; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.