



Position Description March 2024

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 Oregon Ballet Theatre School's registration process, ensuring the integrity of the school database, and serving as a point of contact for the school. The position reports to the School Manager 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 public. Previous experience as a registrar or similar role with proficiency in managing a contact management database and accounting system or a background in project management, as well as a strong aptitude to manage to deadlines and work in a dynamic environment, are essential.

Essential Functions:

- Maintains positive relations with all staff, school parents and students.
- 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, student workshops, 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 School Manager on account set up and collection of all monies owed.
- Works with School Receptionist as a 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.
- Assist School Manager with all forms of school communication, and coordination with other departments for school programs, rehearsals and performances, audition tours, events, and fundraisers.
- Assists in implementing all OBT school policies and procedures.
- Maintain registration materials for all programs, school contact sheets, and accurate office filing systems.
- Work with School Director on tasks as requested, including updating, and communicating school weekly schedule, and maintaining school dress code for all students.
- Update and communicate out School annual calendar.
- Coordinate, track, and maintain summer program housing.
- Participate in school budget planning as requested.
- As requested, research and propose systems for the school.
- As necessary 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.

**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 a 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.
- Experience using MINDBODY, or similar database or CRM system.
- Background or experience in education, ballet, or performing arts 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 provide reasonable accommodation 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.

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 Monday 1:00pm-9:30pm and Tuesdays-Fridays 9:00am-5:00pm with some flexibility. Occasional weekend hours are required.

Compensation:

The 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.