

OREGON **BALLET** THEATRE

Our Mission

Oregon Ballet Theatre is committed to sharing our passion for the expressive power of ballet, inspiring an enduring appreciation of dance, and connecting in meaningful ways to our community through excellence in performance, training and educational programs.

Our Vision

To be an inclusive, relevant, and compelling company that reflects the essence of Portland, with artists of national caliber, a strong, unified and enthusiastic board, financial stability, and a reputation for being a great place to work. We are the gold standard for dance in our region, known for articulate, dynamic, and expressive work, on stage and off.

Job Title: School Registrar

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 Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Job Duties/Competencies:

- 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 the School Director on tasks as requested, including updating, and communicating the 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.
- Research and propose systems for the school.
- As necessary open and close buildings which include 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.

Supervisory Responsibilities: No Direct Reports

Education and/or Experience:

- Bachelor's degree in business administration, or related field and/or equivalent combination of education and experience.
- Minimum 2-3 years' experience with:
 - School Registrar or similar role
 - Accounting and/or bookkeeping
 - Education, ballet or performing arts (preferred)
- Strong written and verbal communication skills
- Excellent attention to detail and organizational skills
- Ability to work independently and collaboratively under pressure to meet deadlines.

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Computer Skills:

- Microsoft Office Suite
- Experience using MINDBODY, or similar database or CRM system.

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.

Accommodation:

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently able to perform the primary responsibilities of this 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 the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

Working Conditions:

This job operates in a shared professional workspace in our Bancroft Offices which includes rehearsal studios, as well as in large public theaters during season performances.

Work Schedule:

This is a full-time position. Days and hours of work are generally Monday through Friday; Monday 12:30 p.m. to 9:00 p.m. and Tuesday through Friday 8:30 a.m. to 5:00 p.m. During

the summer months, mid-June to early September, the schedule changes to accommodate business needs; Monday through Friday 8:30 a.m. to 5:00 p.m. Occasional weekend hours are required.

Compensation:

This salaried position starts at \$45,000 - \$48,000 and provides full benefits, including 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 plan; short-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.