

JÖRGEN DANCE ACADEMY



Education Program Coordinator

Job Description

The Education Program Coordinator provides administrative and logistical support for Ballet Jörgen's Summer Dance Intensive Programs. These programs offer summer dance training for students from ages 9 to 20. There are five levels designed for different abilities, ranging from beginner to emerging artists seeking a professional career in dance. The primary objective of the Company's Summer Dance programs is to build knowledge and skill across age groups and geographies. The work provided by the Education Program Coordinator will help ensure the Company can meet this objective.

Main tasks for the Education Program Coordinator include administrative work on program registration, supporting student orientation, and providing assistance for students, parents and guardians. The ideal candidate will have an interest in performing arts administration or education.

RESPONSIBILITIES:

- Chaperoning duties on site at company studios;
- Assisting with binder preparation for summer program dorm chaperones;
- Entering data gathered from Summer Dance feedback forms;
- Putting together preliminary program paperwork with 2023 updates;
- Assisting with studio preparation, set-up for showings;
- Preparing class lists, checking class attendance;
- Escorting students to appointments as needed;
- Assisting with research for future informational communications;
- Assisting with social media content generation;
- Updating and monitoring daily schedules with respect to faculty & accompanists;
- Various other tasks as required.

EDUCATION AND EXPERIENCE:

- Post-secondary education in Dance/Arts and/or Arts Administration or equivalent experience
- Ability to work with children, youth and adults with confidence
- Excellent command of the English language (written and spoken)
- Knowledge of and experience with Wordpress is an asset
- Accurate data entry and tracking skills, Excel & Database work, Raisers Edge experience an asset
- Knowledge of and experience with Excel, Word and Zoom
- Able to work with confidential information
- Excellent and detailed organizational skills with people and with numbers
- Pleasant, confident and affable telephone and email manner
- Ability to follow directions and work unsupervised
- Full G License is an asset
- Must be available to work some evenings and weekends.

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This job is made possible through the Government of Canada's Summer Jobs Program. Candidates must be between 15 and 30 years of age AND be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

Employment Length:

9 Weeks (June 26, 2023- August 27, 2023), will include some weekend work.

Start Date:

June 26, 2023 + some training hours between June 12 -25.

Hours:

30 hours per week

Compensation:

\$15.75/Hour

To Apply:

Email resume to auditions@balletjorgen.ca with "Education Program Coordinator" in the subject.

Application deadline is May 17, 2023. Only those selected for an interview will be contacted. In-person Interviews will be conducted May 19th and 22nd.

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