

## **New Ballet Ensemble & School**

### ***Education and Community Coordinator***

### **Job Description**

#### **Organization Description**

New Ballet Ensemble & School and School (NBES) is a Creative Youth Development organization focused on setting high expectations for young people, encouraging positive risk-taking, promoting leadership development, and offering real-world opportunities to contribute to social change.

The organization's mission is to ***bring together children (from all backgrounds) by providing a professional standard of dance training, regardless of the ability to pay.*** Using conservatory training as a model, NBES offers a curriculum of classical ballet and training in modern and multicultural genres, offering young people access to disciplines present in BFA programs and relevant dance education. Programs and classes are held in our Midtown Cooper Young studios, in schools throughout Shelby County, and with performing arts and community partners.

Educational outreach is a significant component of New Ballet's mission fulfillment to create access to dance for those who otherwise would have none. Through our Pathways Program, we partner with principals and classroom teachers, holding residencies, in-school classes, after-school classes, and workshops in many public and a few independent schools. NBES has reached as many as 600 students throughout the city with weekly instruction. In 2024-25, we are spreading our reach to ten public schools in high child poverty zones. Additionally, NBES presents a robust menu of programs, from *Jose (Born to Dance)!* to *Anansi and the Sky God*, reaching well over 13,500 students annually.

NBE was awarded the 2014 National Arts and Humanities Youth Program Award from the President's Committee on the Arts and the Humanities, First Lady Michelle Obama (Chair), recognizing the program for using engagement in the arts and the humanities to increase academic achievement, graduation rates, and college enrollment. The award also recognizes NBE for improving literacy and language abilities, communication and performance skills, and cultural awareness. NBES has been featured in the New York Times and prominent Dance publications and has performed at the John F. Kennedy Center for Performing Arts and the National Museum of African American History. New Ballet Ensemble & School is the home of dance sensation Lil Buck. Alums are on Broadway, in concert dance companies in the U.S. and abroad, in pre-med programs, fashion, the classroom, working in universities, managing nonprofit organizations, and more. 100% of NBE&S students have gone on to college and/or a dance career since 2003.

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The New Ballet Ensemble & School (NBES) Education and Community Coordinator works with the Director of Arts Education and in alignment with the NBES Program Team to ensure consistent communication with educators and principals of our partner schools, coordinate schedules, and ensure that all pertinent information is received by all parties involved. NBES maintains the goal of being additive to the school's flow of operations; thus, communications by phone and email are expected to be convenient for school officials and educators and accommodating to their busy schedules. This position works closely with the Director of Arts Education to meet mutually established goals and objectives in pursuit of the NBES mission, vision, and values.

#### **Key Areas of Responsibilities include:**

- Coordinating an average of 15 in-school performances with school leaders and the annual NutRemix school performance at the Cannon Center for the Performing Arts in collaboration with the Program Team and Executive Director
- Coordinate the annual listing on the Tennessee Arts Commission website (TAC) for Student Ticket Subsidy School shows in collaboration with the Director of Arts Education and Executive Director.
- Responsible for ensuring the efficient collection and reporting of student data, including statistics and demographics of participants, their families, and audience members, in coordination with the Youth Program Director.
- Managing student transportation services from partner sites to New Ballet Ensemble & School studios and performance venues while coordinating with school personnel and parents/guardians for classes, NutRemix, Family Night at the Overton Park Shell, CityDance, and other events.
- Play a significant role in backstage operations for NutRemix in coordination with the Program Team, engaging volunteers and any hired support team members in collaboration with the Youth Program Coordinator..
- Screen emails and calls for the Director of Arts Education to ensure rapid responses
- Organize and schedule meetings and events with school leaders for the Director of Arts Education.
- Maintain spreadsheets and reports for the Director of Arts Education
- Keep records and reports up to date
- Supervision responsibilities as appropriate
- Being present at key community events and other special projects, introducing school performances when needed, and representing the mission of NBE&S

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#### **Minimum Qualifications, Knowledge, and Skills:**

- Bachelor's or Associate's degree or equivalent experience with an emphasis in education or non-profit arts education preferred
- Prior experience in arts education, arts administration, or youth development, preferred; experience working within community-based organizations, schools, and/or youth-serving agencies.
- Requires strong oral, written, and interpersonal communication skills
- Strong organizational skills with the ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Demonstrates the ability to interact in racially, ethnically, and socio-economically diverse environments with a commitment to diversity, equity, and inclusion
- Requires a proactive and generally optimistic person who is conscientious and goal-oriented
- Ability to think strategically and work collaboratively
- Must be fully versed with industry-standard Microsoft Office Suite; must have intuitive and excellent computer skills
- Ability to be an outstanding advocate for New Ballet Ensemble & School and the mission.
- Candidate must have a valid driver's license.
- Flexibility to work nights and weekends when necessary for special events and performances
- Communication and marketing skills to act as the contact point between internal team members and clients
- Organize and support Family Engagement events in schools

This full-time position has an annual salary range of \$35,000.00 - \$40,000.00 and opportunities for growth commensurate with experience. NBES offers a competitive benefits package, including Health and Dental insurance and a generous vacation/holiday schedule. Additionally, there are professional development opportunities and support for continuing education. NBES offers a vibrant, inclusive work culture promoting artistic excellence and community engagement. This position reports to the Director of Arts Education.

New Ballet Ensemble & School operates Monday through Saturday during the school year and Monday through Friday from mid-May to mid-August. Staff meetings require regular in-person attendance, with exceptions made for health and family emergencies. In some instances, remote work is allowed with the approval of the Executive Director.

## **New Ballet Ensemble & School Education and Community Coordinator Job Description**

### **To Apply:**

Interested and qualified candidates should submit a resume and a cover letter addressing how their previous professional experiences align with this position via email to [careers@newballet.org](mailto:careers@newballet.org). No phone inquiries, please. Please visit our website for more information about New Ballet Ensemble & School at [www.newballet.org](http://www.newballet.org)  
Application Deadline: June 01, 2024

Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties and responsibilities may evolve based on organizational needs and priorities.

### **Non-Discrimination:**

***New Ballet does not discriminate over race, color, religion, national origin, sex, age, sexual orientation, ability (physical or mental), gender identity, protected genetic information, pregnancy, status as a parent, marital status, political affiliation, or any other non-merit-based factor.***