

Virginia Ballet Company and School Leadership Description

Registrar

Position Description:

The Registrar of Virginia Ballet Company and School (VBC & School) is a self-directed and enthusiastic leader who understands and promotes the Vision, Mission and Values of VBC & School. The Registrar interfaces with our customers on enrollment and tuition payments. The Registrar collaborates with the Office Manager to administer policies and procedures that facilitate the efficient enrollment of our student body. Finally, the Registrar is responsible for keeping the facility in a professional and clean condition during their shift.

Responsibilities and Duties of Position:

- Process student enrollments, correctly calculating, collecting, and recording tuition according to established procedures.
- Respond to customer inquiries promptly and respectfully via Phone and Email.
- Maintain student files with enrollment documents, performance contracts, and evaluations.
- Train parents to use the JackRabbit system Parent Portal to monitor their dancers' progress, attendance, and transaction records.
- Communicate school updates, emergency closings and other necessary information to parents and students via email and other social media as appropriate.
- Maintain, publish, and distribute necessary student and dancer policies, procedures, and performance documents.
- Responsible for keeping the facility clean and organized according to the operating guidelines put forth by the Local State regulations during this pandemic to include any future operating conditions.

Hours:

The Registrar is paid on an hourly basis. The hours vary based on the enrollment season and will not exceed 20 hours per week. The Registrar will be expected to work a mix of morning, afternoon, evening, and weekend hours to ensure there is office coverage during hours of operations and customer service is optimal. The school is closed at the close of the school year through the July 4th holiday, again for approximately two weeks at the end of August/beginning of September and from December 30th through the first day back to school.

Required Skills and Qualifications:

- Highschool Graduate
- 2+ year office experience establishing a positive, professional work environment.
- Excellent interpersonal, written, and oral communication skills.
- Maintain an organized and clean facility.
- Computer and social media skills (Microsoft Suite programs, JackRabbit software) and familiarity with website and social media software and tools.
- Ability to organize, work, and multi-task effectively.
- Knowledge of dance theories and methods is appreciated.
- Non-profit performing Arts organization experience desired.