



MANKATO BALLET COMPANY

ELEVATING EXCELLENCE

OFFICE COORDINATOR Job Description

TERM: PART-TIME (18 HOURS WEEKLY)

HOURS: Monday - Thursday from 3:00pm to 7:30pm

CONTRACT: Contract will run September 1, 2020 through May 20, 2021 with the option to work as needed by the Artistic Director through the summer on hourly projects. Hours are not guaranteed through the summer months. Contract will be reviewed and may be renewed each August.

REPORTS TO: Assistant Director

OVERVIEW: Under the direction of the Assistant Director, The Office Coordinator will depict the image and be the welcoming face of the Mankato Ballet Company. He/She will draw from the mission and assist the Assistant Director in matters relating to office procedures, administrative tasks, lobby management, and MBC family relations.

ADMINISTRATIVE DUTIES

- Take on sole responsibility for the office from 3:00-7:30pm
 - Answer phones including listen to and reply to voicemails
 - Read and promptly reply to emails
 - Take and enter attendance for every class daily/follow up with absentees
 - Manage and set Private Lessons in the MBC Google Calendar
 - Manage the Band App for remote learning students while classes are in session
 - Monitor dress code and connect with parents as need to address concerns
 - Occasional mail and bank deposits errands
 - Counts and maintain Petty Cash weekly
 - Assist in registration process and accounting/tuition/fees for families
 - Knowledgeably address issues concerning family accounts
 - Manage COVID-19 check-ins/requirements/cleaning standards
 - Lock the building as needed when ending shifts or as directed
 - Write and submit incident reports should situations arise and be able to deal with a variety of possible situations including, but not limited to: urgent health issues, family custody issues, complaints, safety concerns and student behaviors

- Take on small projects as needed by the Artistic or Assistant Director or other staff
 - Fold/Stuff mailings
 - Assist with Inventory of MBC Store items
 - Assisting managing silent auctions/fundraisers etc



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- Partner with the Assistant Director on performance related matters
 - Send emails or Band Notifications for performance related items
 - Oversee volunteers and follow up/confirmation for performance volunteers
 - Assist with costume packing, laundry and other performance related tasks
 - Assist with ticket sales

- Other duties as needed or required by the Assistant or Artistic Director, or Board of Directors
 - Monthly Birthday Cards
 - Printing and posting Newsletters
 - Maintaining the lobby bulletin boards and common spaces
 - Learn, understand, and abide by the MBC Code of Ethics
 - Learn and understand MBC policies and procedures to better help families and promote consistency in their experiences

MANDATORY SKILLS

- Knowledgeable computer/email skills
- Superb interpersonal relation skills
- Working knowledge of Google Slides
- Proficient in Word and Excel
- Proficient in Google (Shared Drive Platform)
- Jackrabbit Software (would be trained on this program and must become proficient)
- Band App (would be trained on the program and must become proficient)

The Office Coordinator is also held to the content and agreements of the annual employment contract.