

New Ballet Ensemble & School Youth Program Coordinator – Job Description

Organization Description:

New Ballet Ensemble 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 as well as training in modern and multicultural genres, offering young people the access to disciplines presented in BFA programs as well as dance education that is relevant to their own culture and background. 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 major component of New Ballet's mission fulfillment to create access to dance for those who otherwise would have none. We offer residencies, in-school classes, after-school classes, and workshops to many public schools as well as independent schools. Pre-COVID-19, NBES reached as many as 600 students throughout the city, one to four times per week through weekly dance classes. Additionally, NBES presents a robust menu of programs, from *Peter and the Wolf* 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 NY Times, and prominent Dance publications, and has performed at the John F. Kennedy Center for Performing Arts. New Ballet Ensemble and School is the home of dance sensation, Lil Buck.

Key Areas of Responsibilities:

- Creative Youth Development (CYD) and Mentoring Leadership
- Program Team Coordination
- Educational Outreach Support
- Artistic Team Support

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CYD and Mentoring Leadership:

- Maintain an active relationship with the Memphis Grizzlies Foundation as their first point of contact.
- Leading our CYD and mentoring efforts, programs, and engagement for enhancement of our program and future expansion. Currently, we host small groups, peer mentoring, and individual mentoring (with other programs to be developed).
- Creating and leading the execution of recruitment strategies for mentors and mentees, i.e., creating promotional materials and managing logistics.
- Create internal systems of communication, evaluation, program feedback, and data collection to improve the program and provide critical data for funders.
- Maintain communication with participants about sessions and special events.
- Create and provide program calendars and supply them with updates.
- Lead and provide internal training for mentors and mentees as well as coordinate with program affiliations to enroll mentors and mentees in required training.
- Support the development and implementation of the CYD \$ mentoring budget.
- Partner with the Director of Institutional Giving on grant reporting, setting goals, and reporting metrics to grantors.

Program Team Coordination:

- Participate and support the planning, coordination, and execution of all programs.
- Maintain all student records and databases, which are Go Motion, IMS, and Google Forms. Responsibilities may include but are not limited to inputting and updating information, pulling reports, processing individual information, updating systems, and inventory support.
- Taking the lead on using the databases as tools for the team to effectively manage our programs i.e., creating class rosters, supporting attendance efforts, creating cast lists for major productions, and targeting recruitment efforts.
- Support the communication efforts with NBE staff, students, parents, and community partners on a regular basis regarding program activities.
- Production support for *Nut Remix*, *Springloaded*, *Family Night*, and other productions, ranging from costume and uniform fittings to day-of performance support.
- Support the implementation of policies and practices, especially in spaces where students are allowed i.e., studios, ERC, dressing rooms, and the break room, while maintaining the student handbook and the Production Resource Guide.
- Support the recruiting, communication, and organization of our parent volunteer group.

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Education Outreach Support:

- Maintain all student records and information for our educational outreach programs. Responsibilities may include but are not limited to input registration information, pulling reports, and communication with parents.
- Support marketing, booking, planning, and production of *school shows* be they virtual or live in-school on an annual basis. Support also includes communicating with schools, tracking attendance and other data, and invoice and payment tracking.
- Maintain Internal NBE Program Calendar and Go Motion Calendar.
- Support the tracking of internal Google forms i.e., Absence Request Forms, student surveys, sign-ups, pre-evaluations, and post-evaluations for SCS Pathways, and post-show surveys.
- Support the process for creating and sending out Mid-Year and Year End Studio Evaluations for all NBE students and SCS partnership schools.

Artistic Team Support:

- Assisting in creating, revising, uploading, and sharing production schedules for 3 annual main-stage events and potentially other performances. This also includes gathering and sending artistic information for these events.
- Creating, planning, executing, and communicating with Guest Artists for their contracts and schedules, and their travel arrangements
- Support the planning and implementation of Summer Intensives and Summer Camps, including developing work and teaching schedules.
- Supporting the maintenance and further development of our curriculum and lesson plans, which includes supporting our teaching and performing artist.

Minimum Qualifications, Knowledge, and Skills:

- A college degree is strongly preferred (or 2 to 4 years of equivalent professional experience).
- Two to four years of experience working for a youth development agency and/or a performing arts organization is preferred.
- The ability to speak, read, and write Spanish is a plus.
- A strong commitment to learning and developing as a youth development professional is required.
- Effective interpersonal skills necessary to interact with management, staff, and clients (students & parents/guardians) is imperative.
- A strong commitment to the mission, goals, and work of New Ballet Ensemble, including the introduction of new genres is expected.
- Ability to work weekend and afternoon hours with a flexible schedule is required.

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- All applicants must pass a DOJ fingerprint screening and background check.
- Commitment to working with people from a variety of different ethnic, socio-economic, educational, religious, sexual orientation, and generational backgrounds is essential.
- Proficient computer skills, especially with Microsoft Suite and Google Suite applications are required.

This position is full-time with an annual salary range of \$40,000.00 - \$45,000.00 with opportunities for growth commensurate with experience. In addition, there is a competitive benefits package including Health and Dental insurance, and a generous vacation/holiday schedule. This position reports to the CEO.

Interested and qualified candidates should submit both a resume and a cover letter addressing how their previous professional experiences aligns with this position, via email to: careers@newballet.org. No phone inquiries, please. Please visit our website for more information about New Ballet Ensemble & School at: www.newballet.org

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