

SCHOOL PROGRAMS COORDINATOR

Position Summary

The School Programs Coordinator serves as an integral member of the Milwaukee Ballet School & Academy administration. Reporting to the School & Academy Director, the position is primarily responsible for facilitating coordination of the Milwaukee Ballet Summer Intensive, the Pre-Professional Program, Milwaukee Ballet II Second Company, auditions, and student performances. The ideal candidate will be a passionate advocate for the arts, confident, personable, highly organized, and able to thrive in a fast-paced environment.

This is a **full-time position** with benefits with a beginning salary range of \$40,000. Schedule will include traditional office hours, along with special events or performances that may occur in the evenings or on weekends.

Responsibilities

- Provide excellent customer service to students and families building positive relationships and trust; handle feedback appropriately, suggesting appropriate solutions and escalating as needed.
- Serve as primary point-of-contact for students and school families participating in auditions, Summer Intensive, Pre-Professional Program, Milwaukee Ballet II, and student performance opportunities.
- Coordinate program-specific communications including participant emails and surveys, performance family guides, etc.
- Serve as a primary point-of-contact for MBII dancers and community members alongside MBII Director.
- Oversee and coordinate Audition Tour for Summer Intensive/Pre-Professional Program/MBII: develop schedule, book locations and staff, help to coordinate travel arrangements with travel agency, manage supplies, prepare student materials/forms, collect and distribute results.
- Facilitate auditions for student casts including scheduling, communications, rehearsals, catering, etc.
- Ensure MBSA & MBII program content is up-to-date and relevant on milwaukeeballet.org; aid in updating copy and information.
- Coordinate housing for Summer Intensive: serve as main liaison between MBSA and housing provider, manage room assignments and move-in/out, coordinate billing.
- Develop program schedules and communicate to families through email or posting on website, etc.
- Assist with securing guest artists and faculty for programs, as needed.
- Coordinate student extracurricular activities such as Summer Intensive excursions and schoolyear "Night at the Ballet" performances.
- Hire, train, and manage Summer Intensive Resident Assistants alongside Housing Manager.
- Assist with MBII & PPP program orientations, class auditions, and Experience Days.
- Work with Costume/Wardrobe department regarding costuming for student performances including student casts in Company productions and student shows.
- Develop program books for student shows and coordinate MBSA details for Company programs.
- Coordinate volunteer needs, communication, and schedules for MBSA families.

- Assist with MBSA events, showcases, and other projects.
- Serve as Milwaukee Ballet representative and point-of-contact for students, school families, donors, subscribers, and guests during events, programs, and performances.

Background & Qualifications

- Relevant degree or 4-years of direct experience in administration or business.
- Ballet experience and knowledge of classical ballet strongly preferred.
- Excellent organizational skills; ability to multi-task and prioritize efficiently.
- Project management skills with experience working in a fast-paced, multi-faceted environment.
- Strong communication skills and ability to build interpersonal relationships.
- Skilled in Microsoft Office Suite, including Excel, and Outlook, and experience utilizing CRM and database management (Tessitura experience a plus).
- Must be willing to work in a flexible working environment including some weekend and/or evening hours.

Required Values & Qualities

- **Organized:** Detail oriented and efficient.
- **Discreet & Trustworthy:** Able to maintain confidential information with discretion.
- **Reliable & Accountable:** Can be counted on to follow through and take ownership of projects and responsibilities.
- **Positive Attitude:** Works well with others and responds with positivity to support colleagues.
- **Flexibility:** Comfortable working some evenings and weekends, especially during performances or events.
- **Excellent Communication:** Can communicate effectively with colleagues, vendors, board members, students, parents and patrons.

About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply

Submit a cover letter and resume with three references (including two professionals who will not be contacted without approval of the candidate) via our Application Portal. Successful applicants will be subject to a background check.