



Open Position:

Job title: Administrative Coordinator
Location: Creative Dance Center – main office and various events
Terms: Part time – 15-20 hours per week (time commitment varies, 4 busy periods)
Salary/rate: \$27/hour
Reports to: Administrative Director and Kaleidoscope Director

About us: The Creative Dance Center, a nonprofit organization founded in 1981, nurtures self-expression, creativity, and learning through joyful and meaningful dance experiences. Using innovative teaching methods to unite body and mind, we provide an environment where people of all ages communicate, connect, collaborate, and create using the art form of dance.

About the role: This position focuses on registration for programs including Creative Dance Center classes, camps, and SDIT, as well as administrative support and event coordination for Kaleidoscope Dance Company and CDC. We are seeking a task oriented, organized team member, who is adept at updating the registration system and has excellent customer service and problem solving skills. This role is critical for keeping CDC classes and special events running smoothly, ensuring a good experience for our participants on the administrative side. This position is essential for the smooth and healthy running of the school and dance company.

Registrar responsibilities:

- Set registration on website prior to registration opening – (4x per year – August for Fall, December for Winter/Spring, January/February for Camps, April for Summer) – work with Administrative Director to build schedules in ProClass, update class details in ProClass, upload to website, and make and distribute class lists to teachers. Attention to detail is vital.
- Ongoing Registrar Duties – send welcome/informational emails to participants, answer questions, distribute coupon codes, process refunds, prorate classes, update rosters, and communicate with teachers.
- Financial Aid – send applications (by request), process scholarships.
- Other CDC Programs - book field trips and birthday parties, coordinate workshops and SDIT registration (similar process to CDC registration).

Administrative responsibilities:

- Kaleidoscope Administrative Responsibilities – update contracts/database with dancer info, build rosters, make calendars with event/rehearsal schedules, collect payments, book venues,

organize Chance for Dance fundraiser (prize drawings) 2x per year, coordinate prizes, and manage ticketing (using Bold Type Tickets) for all events.

- Events – work with Event Coordinator(s) to help run Potluck, Gift of Dance, Afternoon of Dance, Spring Concert, After Party, July SDIT Concert, and school concerts. There will be increased hours leading up to each event in order to pack and prepare supplies, coordinate with Directors on printing needs, assist with cash box and accounting for event sales of concessions, tickets, and t-shirts - and more!
- daCi (Dance and the Child International) – in certain years, Kaleidoscope dancers attend this national/international conference – includes supporting Artistic Director with budgeting for the trip, arranging travel, collecting payments, communicating with families
- Fundraising – Maintain donor database in Little Green Light, work in collaboration with CDC Director and Admin Director on Annual Giving campaign (fall) and GiveBIG (spring) - printing, sending letters, processing/tracking donations, and sending thank yous.
- Other Administrative Responsibilities – organize office supplies and shared spaces in the office and studio, print resource handouts available to our community, update and maintain files (both digital and physical), answer phone calls, respond to emails and voicemails, and correspond with teachers and CDC community members.

Candidate requirements:

- Organized, unflappable team member with a can-do spirit and a clear understanding of the importance of their role to the smooth functioning of the school and dance company. We are looking for a team member who is fun to work with and can manage the stressful times with accuracy and good humor!
- This position requires outstanding communication skills, supreme organizational skills, and the ability to be positive and problem solve.
- Experience with registrar positions and registration software preferred.
- Experience with Google Drive a plus!

Contact us to apply

We offer a thriving, vibrant, work atmosphere with a small team of dedicated employees who love CDC, love to laugh, and love to work hard to help CDC reach its mission: Connecting body and mind to transform lives through dance. If you are interested in joining our team, please contact darrah@creativedance.org.