

Tulsa Ballet Theatre



Job Title: CDE Administrative Assistant

Location: Broken Arrow

Date Last Revised: 4/18/18

Primary Purpose of Job: Provide assistance to Education Manager in day to day operations of Hardesty Center for Dance Education. Marcello Angelini | Artistic Director

Duties and responsibilities include:

- Support the artistic vision and strategic plan of Tulsa Ballet Theatre, Inc. and the Artistic Director, through the development and growth of Hardesty Center for Dance Education (HCDE) and the fulfillment of its mission and objectives.
- Provide support for all efforts necessary to foster the continual growth and development of HCDE in size, scope and efficacy.
- Assist the Education Manager with the maintenance of student records and school databases, which may require training for new software.
- Maintain student accounts, including data entry, payment entry, and attendance.
- Oversee auto draft and credit card billing process.
- Provide assistance in recruitment and enrollment of HCDE students including marketing events, correspondence with potential students and families, and tours of the facility.
- Maintain continuous correspondence with all current students and families regarding school calendars, events, and schedule changes.
- Assist the Education Manager with the development of HCDE literature for school and summer workshops.
- Be the “face” of HCDE and provide excellent customer service to all current and future HCDE families.
- Assist the Education Manager with administrative tasks for outreach programs.
- Other duties as assigned.

Position in Organization

Reports to: Education Manager

Directly supervises: n/a

Indirectly supervises: n/a

Key relationships inside the company: Artistic Director, School Principal, General Manager, Managing Director, TBCDE Faculty, Development Director, Marketing Director, Box Office Coordinator

Key relationships outside the company: current and potential students and families