

Goh Ballet Academy Canada

Position: Deputy Administrator – Goh Ballet Bayview (Toronto)

Goh Ballet Academy achieves the highest levels of professionalism in classical ballet training and performance productions while supporting its students' passion for dance and dedication to their art. With steadfast commitment for over 40 years, Goh Ballet offers vibrant, innovative and diverse dance educational experiences to students, taught by award winning instructors. Goh Ballet builds on the enjoyment of dance and nourishes passion to make the impossible possible. The Deputy Administrator at our newest Toronto location will contribute to our goals and philosophy; and will be responsible for executing duties guided by the Academy's Director, proactively supporting our organization to be at the forefront of our industry.

Core Responsibilities:

The **Deputy Administrator** for Goh Ballet's Toronto location plays a key role in the improvement and upkeep of all aspects of administration as well as logistics management. Reporting to and working with the Academy's Director, the Deputy Administrator will provide an excellent level of operational, administrative, and marketing support. This individual will manage the Academy's administrative office and communications initiatives as well as act as a liaison for parents, students and instructors.

GENERAL ADMINISTRATION

- Handle all Goh Ballet Bayview written and oral correspondence with parents, students, teachers, vendors and supporters in an excellent, accurate and timely manner.
- Supervise, track and follow up on student accounts and collection of tuition fees and special project fees. Provide monthly reports on balances owing from private lesson bookings, tuition and any other outstanding accounts
- Schedule and supervise all Private Lessons as requested by students and staff throughout the year. Provide monthly private lesson reports.
- Organize and manage aspects of the Academy's schedule and calendar
- Manage and maintain all Goh Ballet Bayview's administrative systems, including databases, files, lists, forms, student handbooks and voicemail system
- Handle all aspects of Academy life; this includes assessments and auditions, monthly newsletter, scholarship students, and distribution of program schedule and information to all enrolled students
- In cooperation with other admin staff of the Academy, ensure website and other brand materials (including social presence and posts) are accurate, current. Maintain distribution channels for marketing materials, which includes (but not limited to) digital platforms as well as rack cards, posters and brochures.

OPERATIONS

- Check and advise on necessary maintenance needs of Goh Ballet Bayview's premises and studio spaces.
- Be the central contact person for the Director on all aspects of Goh Ballet Bayview. Bring operational concerns to the Director's attention in a timely and productive manner.
- Ensure staff are following procedures as per Goh Ballet staff handbook and employee manuals

PRODUCTION AND SPECIAL EVENTS

- Organize and coordinate all aspects of artistic events and presentations
- Be on-site manager, main contact and representative for all involved in productions and special events or presentations or performances
- Support marketing efforts for recruitment, maintenance of current enrolment and special event ticket sales. Initiate and maintain relationships with advertisers and negotiate reciprocal/trade agreements.
- Support fundraising initiatives as set by the company

The successful candidate will have:

- Strong organizational, critical thinking, entrepreneurial and communication skills;
- Excellent written and Oral communications skills
- Adaptability to work in a fast-paced environment
- An ability to work independently, manage time carefully and ensure deliverables are on schedule;
- A results-driven mind-set that is detail-oriented and meticulous;
- An ability to multitask, set priorities, meet deadlines and adapt in a fast-paced environment;
- Willingness to perform a variety of tasks related to organization, production, and administration;
- Ability to keep calm and professional under pressure and in changing conditions;
- Thorough knowledge of Microsoft Office applications and complete administrative computer tools;

Education/Experience:

- Minimum Bachelor's degree in Arts Administration, Management or related field;
- Experience working in a professional office environment and performing a range of administrative functions;
- Strong organizational capabilities and experience in drafting reports and presentations;
- Demonstrated knowledge of Microsoft Office Suite and G Suite;
- Experience with event or production coordination;
- Prior experience in the Arts or not-for-profit sector;
- Knowledge of dance is an asset;
- Knowledge of Chinese or other languages is an asset;

REQUIREMENTS:

Interested candidates must be Canadian citizens, Canadian permanent residents or possess a valid Canadian work visa (valid for one year or more). All administrative positions may require working evenings and weekends.

Start date: July 27, 2020

Job Types: Full-time, Permanent

Salary: Annual Salary dependant on experience, \$50K +

Please email a cover letter, writing samples and resume in one file to Tracie Yee (tyee@gohballet.com).

Subject Header: Application for Deputy Administrator

All applications will be reviewed. We thank you for your interest and will only be contacting qualified applicants. No phone calls please.