



Job Description - Position Profile

Position Title: Southern Dance & Performing Arts Office Assistant

Reports To: Southern Dance & Performing Arts Program Manager

Classification: Hourly, part-time position. Some weekend work required.

Position Summary:

This position will provide assistance to the program manager as defined in primary responsibilities and will represent the SAFE and SDPAC mission and programs in a professional manner. Duties include clerical responsibilities, accounts receivables, student registrations, maintenance of student accounts, and other responsibilities assigned by the Program Manager.

Primary Responsibilities

- Maintains filing system for accounts payable and payroll for the Dance Studio.
- Performs general clerical functions including typing, filing, copying, and computer-based skills.
- Makes sure deposit is completed every week
- Responsible for maintaining petty cash account.
- Demonstrates the ability to work as part of a team and possesses maturity in interpersonal staff relationships.
- Assists Program Manager in any function to adequately maintain the Administrative Office.
- Maintains confidences of all families associated with the Family Services Center and Dance & Performing Arts Program.
- Attends staff planning and in-service meetings as assigned by Program Manager.
- Write the content and work with the graphic designer for all brochures, programs, posters, banners, and table tents for classes, recitals, and productions.
- Possess marketing and social media skills
- Project managed recitals and productions, meeting budgets projections and attendance goals.
- Develop detailed budget for projects and customized as needed for various funding opportunities.
- Document accounting for all project income and expenses.
- Develop project plans including goals, objectives, detailed descriptions, responsible party, and due date.



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- Responsible for program accounts receivables, including the receiving, posting, documentation, and depositing of funds. Receivables included student fees, merchandise sales, grant payments, sponsorships, ad sales, and individual donations.
- Collect all cast bios, background checks (18+ as required), and cast fees for each production. This may require staying until 7:30 on rehearsal nights.
- Help develop the program by networking and meeting with community partners to secure collaboration on projects.
- Recruiting and assigning meaningful task to a diverse group of volunteers.
- Recruit and register new student families.
- Develop relationships and serve families of students with an excellent attitude, calm demeanor, and excellent customer service skills.
- Efficiently and effectively solve problems as they are encountered.
- Promptly respond to questions timely and regularly communicated with clients through emails, Facebook, and text.
- Routinely develop and implement ideas/processes to improve the quality of the program.
- Be available to oversee and assist the House staff for all SDPAC productions. This will include weekend shows and school shows.

Knowledge, Skills and Abilities:

- **Proficient in Microsoft word suite including word and excel.**
- Be passionate about the performing arts. Previous performing arts experience helpful, but not required. A love of the arts is required.
- Ability to build relationships and genuinely care about SDPAC families and students.
- Self-motivated and able to work with little or no supervision.
- Ability to listen attentively to internal and external clients.
- Ability to recognize, analyze, and solve problems/issues in a professional manner.
- Goal oriented and the ability to create systems to process/handle information.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Skilled in writing simple correspondence.
- Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.



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- Experienced in applying common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Capable of dealing with problems involving several concrete variables in standardized situations.

Qualifications:

- Applicant must possess a valid driver's license.
- High School diploma or general education degree (GED); and one to three years related experience and/or training; or equivalent combination of education and experience.
- Be passionate about the performing arts. Previous performing arts experience helpful, but not required. A love of the arts is required.
- Ability to build relationships and genuinely care about SDPAC families and students.

Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE Family Services Center are employees "at-will." Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date