



Vitacca Vocational School for Dance – School Manager Position (HOUSTON location)

Organization

Vitacca Vocational School for Dance, Houston (Vitacca) was founded in 2012 as a cross-training dance program for aspiring artists ages 10–19. Under the Artistic Direction of Kelly Ann Vitacca, the once small project quickly grew into an all-encompassing and leading dance institution that offers primary to professional training programs including an accelerated program for home-schooled dancers.

Vitacca Vocational School for Dance, Houston offers Children's, Pre-Professional, and Professional training programs for the driven dancer. The school's curriculum and culture are designed to push each dancer beyond their technical and artistic abilities and offer the education needed to pursue a long, healthy, and professional career.

For more information: info@vitacca.org

Job Description

The School Manager will assist efforts Vitacca Vocational School for Dance continues to grow. We are offering a 2021.22 Season salaried position to a self-starter and team player who is dynamic and well-organized. Please submit a writing sample, resume, and personal pay requirements to info@vitacca.org. Weekly schedule: Monday through Thursday from 12:30pm-7:30pm and Saturday 9:00am-12:00pm, Candidate with two or more years of arts management desired.

Responsibilities

- Financial: Prepare monthly invoices for all school accounts via QuickBooks, prepare payments as needed for vendors, contractor, and guest artists, oversee school budget in relation to travel & lodging, guest artists, and project budgets, manage payments for all dance competitions, manage daily deposits and run monthly tuition payments.
- Registration: Manage all intensive and audition registration via Constant Contact. Responsible for all school account entry via Akada software, prepare attendance rolls for all classes
- General Admin Duties: Manage faculty absences, coordinate faculty private coaching, organize seasonal dancer evaluations, coordinate distribution of facility keys, manage rental inquires and contracts, oversee PE Waivers and grade reports per school district, order school supplies, prepare quarterly staff meeting notes, act as general liaison for the school with potential students, faculty, staff, and guest artists

Qualifications

- BA (required)
- 2-plus years experience in arts administration or business management
- Demonstrated excellence in organizational and communication skills
- Proficiency in Microsoft Excel and Word. Knowledge of QuickBooks is highly desired.
- Ability to work in fast paced environment, think creatively, and be adaptable.

Weekly Schedule and Additional Hours:

- Monday-Thursday 12:30pm-7:30pm
- Saturdays 9:00am-12:00pm
- Off Time / Vacation: In accordance with Vitacca Dance's season schedule: Labor Day, Thanksgiving week, Winter Break, Spring Break, Easter/Good Friday, Summer- 2 weeks

Attire: No uniform required. Business casual attire requested.

Compensation: Salary role with health insurance option