

Section I - Job Identification

Job Title:	Pre-Professional Division Administrator
Department:	School of Dance
Reports To (Job Title):	Principal of School of Dance; Vice Principal of School of Dance
Classification:	Regular full-time; exempt

Section II - Job Purpose, Scope & Responsibilities

Job Purpose: Under the direction of the Principal, and supervision of the Vice Principal, the Pre-Professional Division Administrator is responsible for the general administrative duties and coordination of the School of Dance Pre-Professional Division and the annual five-week Summer Intensive program. Additional responsibilities include, but are not limited to, communications with School of Dance clients, coordination of School schedules, processing of student applications and assistance in marketing the School's programs.

Job Duties and Responsibilities:

<i>Item #</i>	<i>Time %</i>	
1.	10%	<p>Summer Intensive Marketing & Communications</p> <ul style="list-style-type: none"> • Primary contact for all Summer Intensive related phone calls and email messages year round. • Coordinates with Marketing, School leadership and designers in the planning and creation of Summer Intensive promotional materials, such as the ad and brochure. • Maintains mailing lists and mails Summer Intensive brochures. • Maintains the Summer Intensive Facebook page and content for the Summer Intensive and Pre-Professional Division web pages. • Creates and sends the Summer Intensive e-newsletter and tracks its effectiveness.
2.	15%	<p>Summer Intensive Audition Tour Preparation</p> <ul style="list-style-type: none"> • Arranges all logistics of Summer Intensive audition tour. • Coordinates rental of studio space for NC Dance Theatre auditions across the country. • Coordinates rental of NC Dance Theatre studio space for hosted auditions and assists with hosted auditions as assigned. • Coordinates audition tour travel arrangements for faculty. • Prepares materials for audition tour and secures delivery to all locations.
3.	10%	<p>Summer Intensive Enrollment</p> <ul style="list-style-type: none"> • Processes Summer Intensive audition information, i.e. files audition forms, emails acceptance and rejection letters, follows up with accepted students by phone and email. • Maintains and secures all necessary documentation for each enrolled student. • Tracks how many students are enrolled per level per week of program to maintain appropriate class size. • Assigns roommates and sends out roommate notices; works with UNC-C conference staff on room and board arrangements.
4.	20%	<p>Summer Intensive Program</p> <ul style="list-style-type: none"> • Serves as main contact for Summer Intensive students and parents during the Summer Intensive program. • Serves as main contact for the Resident Advisors and Chaperones during the Summer Intensive program and attends all Chaperone meetings. • Coordinates student check-ins and orientations at the University. • Directly oversees School of Dance Interns. • Coordinates and communicates weekly excursions as assigned. • Handles all summer performance ticket and video sales.

5.	15%	Pre-Professional Division Student Care <ul style="list-style-type: none"> • Serves as primary contact for Pre-Professional Program students and parents. • Provides assistance to students in search of housing in Charlotte. • Provides students with contact information for doctors and physical therapists as needed. • Counsels students and keeps School leadership informed of any potential problems. • Takes morning attendance and reports unexcused absences to School Principal. • Coordinates and monitors work study schedule for scholarship students with entire staff. • Distributes and collects contracts for all Pre-Professional Division students.
6.	15%	Pre-Professional Division Scheduling <ul style="list-style-type: none"> • Coordinates weekly rehearsal schedule with choreographers for Student Ensembles and communicates this schedule to all involved. • Maintains contact sheet for Pre-Professional Program and distributes to faculty, choreographers and staff. • Schedules fall and spring student conferences for all Pre-Professional Division students. • In coordination with School Principal, schedules all auditions in Charlotte for the Pre-Professional program .
7.	15%	Front Desk Reception <ul style="list-style-type: none"> • Opens building at 8:30 AM. • Covers front desk reception as assigned, including but not limited to one additional hour each day.

Section III - Job Dimensions and Qualifications	
Positions Supervised:	School of Dance Interns
Internal Contacts:	School Director, School Principal, School Vice Principal, School faculty
External Contacts:	School students and parents, Northwest School of the Arts, UNC Charlotte
Education Level and Focus:	Bachelor's or Associate's degree
Years and Type of Related Experience Required:	Prior administrative experience preferred but not required
Professional/Technical Competencies	<ul style="list-style-type: none"> • Serves as fully supportive and vital part of School of Dance team. • Communicates clearly and effectively with both internal and external contacts. • Effectively uses technology for communication and data tracking purposes. • Readily foresees roadblocks in goal meeting and works quickly in problem solving to achieve goals in timely manner. • Serves multi-departmental needs with professionalism and timeliness. • Consistently performs at high level of excellence in daily tasks. • Fully assists School Principal and Vice Principal in daily activities. • Continuously promotes the NC Dance Theatre and the School of Dance both in and out of the office. • Actively and enthusiastically participates in regular departmental meetings. • Acts as a good steward of our funding.