



Vacancy at Ballet Chelsea

Ballet Chelsea is seeking a dynamic, experienced team-member to work part-time as **Registrar** for Ballet Chelsea.

The position of Registrar will require, but not be limited to, the following:

- Becoming proficient in, and fully familiar with, all classes offered at the studio. Working with Artistic Director to develop annual studio calendar and class schedules.
- Collecting and recording all registrations and payments received on-line or in person. Generating reports for Bookkeeper for all monies received.
- Producing monthly reports for board meetings on enrollment.
- Handling communications with families regarding studio schedules and events, personal accounts, and any other studio information associated with our students.
- Assistance in organizing and managing events pertaining to auditions, enrollment and other general studio management associated with our students.

The skills required for the position of Registrar include:

- Competency in a range of software including Word and Excel.
- Ability to master new software programs such as Dance Studio Pro and Vendini. Training in these programs will be provided.

- Mature and friendly communication skills to handle a wide range of studio customer questions and issues.
- Excellent organization skills, self-motivation and ability to work as a strong team member.

This is a part-time salaried position averaging 20 hours per week. Hours are flexible but will require some evenings and weekends.

Please send resume to: Jane Thompson at ajane.thompson@att.net