



**An invitation to apply for the position Part-Time Program Manager for the Dance Department
at Baltimore School for the Arts**

The Baltimore School for the Arts, a pre-professional public arts high school in Baltimore, MD, serving 450 students in grades 9-12, seeks to hire an exceptional and highly qualified program manager to assist in the day-to-day operation of the Dance Department. The ideal candidate will be familiar with dance education, have excellent communication and organizational skills, and a working knowledge of Google Suite. We seek a candidate who will strive to build partnerships as well as a highly collaborative working environment with the Department Head, faculty, and staff; supporting the department as it inspires, mentors, and guides students on a journey to find their own creative voice through dance and movement. Adaptability and flexibility are key.

The responsibilities of this position include:

- Communications
 - Primary Point of Contact for the Dance Department
 - Engaging with diverse constituencies (students, families, faculty, staff, artists)
- Infinite Campus, Schoology, and Grades (Note, grades are entered 8 times per year)
 - Ensure that online platforms for grade input are organized
 - Communicate with faculty and monitor platforms to ensure grades are entered in time
 - Manually enter grades into Infinite Campus
- Guest Artist Logistics
 - Assist with finalizing contracts, and organizing room and board, travel, and scheduling
- Website and Media Presence
 - Update the department's Google Site as needed
 - Organize and post social media content
- Performance Support
 - Assist with creating programs
 - Organize pointe shoe orders for all performances
 - Organize Spring Dance Concert Box office (May)
- Exam and Jury Support (January and May/June)
 - Assist set up for exams and juries: tables, chairs, supplies
 - Collate faculty comments based upon observation of exams and juries

- Daily Attendance
 - Enter attendance and analyze for trends
- Beginning of Year Support (September and October)
 - Attend extended homeroom to assist with information distribution
 - Organize and prepare documents for Parent Dialogues, Back to School Night, and Open House
- Audition Support (January)
 - Prepare and organize all documents and supplies necessary for audition week
 - Aid Department Head in communicating with Main Office regarding Call Back auditions and Accepted Applicants
- End of Year Support (May and June)
 - Communicate about summer session (starting in March, and continuing throughout the Spring)
 - Assist with any new documents needed for the following year
 - Send out placement letters with uniform information and exam notes, and if ready, the Welcome Packet

Qualifications:

- 1-2 years in an administration position;
- Ability to communicate concepts in a clear and concise manner to students and families, fostering an environment of transparency and respect;
- Passion for working within an education institution serving adolescent students;

This position is a 36-week, 30-hour per week part-time position, starting in August for the 2021-22 school year. Interested applicants should send a cover letter and resume to the attention of **Dance Department Head Laura Halm Hamilton at dance@bsfa.org**.

The Baltimore School for the Arts actively strives to be a diverse and inclusive community in its educational, admission, and employment practices. We do not discriminate on the basis of race, color, national or ethnic origin, age, religion, sexual orientation, gender identity and/or expression, disability, or any other characteristic. We seek candidates who demonstrate sensitivity, knowledge, and understanding of the diverse backgrounds of community members; have an ability to work flexibly, independently, and collaboratively in a fast-paced environment with individuals from a diverse set of backgrounds; and have a capacity to serve as a model of openness, generosity, and acceptance.