

Operations Assistant Job Description

Job Title: Operations Assistant (Part-Time)

Position Type: Nonexempt, 20 hours per week

Job Description:

The Operations Assistant will play a crucial role in supporting the smooth operation of Dance Project's educational and artistic programs, outreach initiatives, and administrative processes. This position involves a diverse range of tasks including administrative assistance, data entry, customer service, contract management, financial management, and event coordination. You will work closely with teachers, interns, artists, and administrative staff to ensure efficient operation and delivery of services.

This position works intensively with the School Director and reports to the Executive Director.

Org Summary:

Dance Project is a nonprofit organization in Greensboro, with the mission to cultivate the field of modern dance in NC, nurturing a community of artists, audiences, and students by providing opportunities for training, performance, collaboration, and employment. Dance Project has been educating, entertaining, and inspiring Greensboro and the state for nearly 30 years, through our three main programs, the School (our studio based in the Cultural Center), the NC Dance Festival (showcasing the state's talented professional choreographers), and the Van Dyke Dance Group (managing the repertory of our founder, Jan Van Dyke). Dance Project's vision is to build a stronger community through dance. We strive to make high-quality dance accessible to the whole community.

Key Responsibilities:

Record-keeping and data management:

- **Data Entry and Student Accounts:** Perform data entry tasks, particularly related to student accounts. Apply payments, issue payment reminders, and follow up on outstanding balances. Assist in tracking and applying work-study credit. Maintain accurate and up-to-date records.
- **Program Data:** Assist in collecting and reporting participation data for all of Dance Project's program areas.
- **Contracts and Paperwork Management:** Assist in drafting, processing, and organizing contracts and employee paperwork related to School and Festival programs, outreach activities, and partnerships.

- **Financial Administration:** Assist in routine financial tasks such as paying bills, making deposits, and issuing and tracking invoices. Monitor and track payments processed through Square or other platforms. Maintain organized and accurate financial records and support auditing processes as needed.
- **Class Attendance Support:** Assist in monitoring and maintaining class attendance records.

Customer Service:

- **Registration Assistance:** Support registration processes by assisting students and families with inquiries, registration-related questions and concerns.
- **Communication and Correspondence:** Check and respond to emails, voicemails, and other forms of communication in a timely and courteous manner. Make phone calls to families regarding registration, enrollment, and other administrative matters. Prepare call lists for follow-up communication.
- **Space Rentals:** Facilitate studio rental inquiries, bookings, and logistics. Coordinate with relevant stakeholders to ensure seamless rental experiences.

Program Administration:

- Assist in maintaining a clean and safe dance studio and office environment.
- Assist in managing communication between School Director and dance instructors.
- Provide support for organization events, such as Spring Showcase and NC Dance Festival performances.
- Other reasonable duties as assigned.

Qualifications:

- High school diploma or equivalent; some college coursework preferred
- Prior administrative or office support experience preferred
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal abilities
- Proficiency in Google Workspace apps and facility with learning new softwares/systems
- Experience with data entry
- Knowledge of basic accounting software is a bonus
- Ability to multitask, prioritize, and work independently
- Flexibility and willingness to adapt to changing priorities and responsibilities
- 2 professional references

Post offer requirements:

- Credential and reference check
- Background check

Benefits:

- Flexible work schedule, and hybrid working conditions.

- Opportunity to gain valuable administrative experience in a nonprofit setting
- Collaborative and supportive work environment
- Competitive hourly wage

Compensation:

This is a part-time, 20 hour/week position. The compensation is \$17-\$20/hour, commensurate with experience and qualifications. Dance Project does not offer health/dental insurance, life insurance, or other benefits to our employees. We do offer parking validation to park in a City of Greensboro deck during administrative work. Part-time employees are not eligible for PTO benefits, but have flexibility in scheduling hours and ability to work remotely for a portion of their hours.

Application Instructions:

To apply for this position, please submit your cover letter and resume detailing your relevant experience and interest in the role to Anne Morris, Executive Director (anne@danceproject.org). Applications will be accepted until the position is filled, and interviews will be scheduled on a rolling basis. We look forward to reviewing your application and welcoming you to our team.

Dance Project is committed to anti-racism, inclusion, and equity in our programming and workplace, and to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, creed, religion, sex, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, and any other identity. We strive for a diverse representation of voices, life experiences, views, and interests to reflect the community we have and wish to serve.