ODC School Administrative Associate

Background
ODC is a ground-breaking contemporary arts institution: a world class dance company, a presenting theater, and a dance school. Known nationally for its entrepreneurial savvy as well as artistic innovation, the organization is unique for its fully integrated vision. Operating in San Francisco’s Mission District for 49 years, our programs and activities contribute to San Francisco’s vibrant dance and arts ecosystem, community development, arts education, and access to creative art-making. ODC strives to cultivate artists, inspire audiences, engage the community, and foster diversity and inclusion through dance performance, training, and mentorship.

Position Summary
This is a full-time (40 hours per week), hourly position, reporting directly to the ODC School Youth/Teen Program Manager. The position works Tuesday – Saturday. The position works in close conjunction with the Youth/Teen Manager, Youth/Teen Associates, and as needed with the Associate School Director and School Director for efficient oversight and execution of day-to-day operations with specific focus on the ODC School's Youth/Teen Program.

Roles and Responsibilities
Registration
Under the guidance of the Youth/Teen Program Manager (YTPM),

- Assists and contributes to the designing/maintaining of systems, calendars, forms, and processes required for registration and enrollment, providing hands-on, day-to-day attention
- Assists the YTPM in oversight and tracking of payment plans, including coordinating payments, invoices, and receipts with the Finance Office and Youth/Teen Associates.

Liaison with Faculty/Accompanists/Students
- Assists the YTPM with scheduling, coordinating, and tracking faculty/accompanist onboarding
- Assists the YTPM with drafting contract templates and tracks completion of the contract process with ODC School, Executive and HR staff.
- Assists YTPM and YT Associates:
  - Schedules, tracks, and receives Youth/Teen student evaluations to be provided to parents at the end of each school year
  - Maintains the subbing roster for faculty/accompanists
  - Oversees studio readiness for all YT classes
- Saturday YT Point Person - Main point person for communications between school staff, parents, and faculty.
Scheduling
- Assists the YTPM and Studio Rentals staff to reserve and manage YT space needs and scheduling
- Updates and posts daily schedule
- Manages schedule for vestibule staffing and supervision of students crossing Shotwell Street and moving between ODC campus buildings for classes, and personally provides staffing of these roles as needed
- Assists the YTPM and YT Associates with scheduling and implementing school productions, placement classes, auditions
- Assists YTPM with follow-ups regarding scheduling and attendance at faculty meetings/orientations

Programming
- Assists the YTPM and YT Associates with scheduling and arrangements for staff class observations, and in-house field trips.
- Assists the YTPM and YT Associates with planning and delivery of ODC Youth/Teen School Productions
- Assists the YTPM for all YT school special programming.

Administrative
- With oversight from Associate School Director and YTPM, responsible for input and upkeep of ODC/School classes, workshops, and master classes in online scheduling software (MindBody)
- Responsible for scanning and correct storage/linking of all Youth/Teen documents with the assistance of work exchange students
- Assists the YTPM and YT Associates with tracking/hands-on follow up of day-to-day internal and external communications around registration and other assigned projects
- Other duties as assigned

Qualifications
Likely candidates can demonstrate proof of the following:
- Must be 21 years of age and eligible to work in the US.
- Minimum of three years relevant experience
- Excellence in organizational, interpersonal, written and spoken communication, time, project and team management skills
- Ability to work and interact well with individuals from various backgrounds in a culturally diverse, fast-paced, team-oriented environment
- Solid administrative skills, including scheduling and staffing meetings, fielding voice mails and emails, file-sharing, list management
- Proficiency in relevant software and apps, including Word, Excel, G-Suite, ASANA
- Position schedule is Tuesday - Saturday. With advance notice, must be available to staff events/activities on evenings and occasional Sundays
- Strong creative problem-solving abilities
- Spanish speaker an asset
- Knowledge of Mindbody Software an asset
Compensation and Benefits

- Full time, hourly (non-exempt) role eligible for overtime
- Competitive benefits package
- Access to free dance classes
- Access to complimentary tickets for select ODC performances and special events
- Hourly rate $19-$21 per hour dependent on experience

To Apply
Please email to: HR@odc.dance
- Resume
- Cover Letter
Reference “School Administrative Associate” in the subject line.
This is at a non-profit organization. Must be eligible to work in the US. Applicants from diverse backgrounds are encouraged to apply.

No phone calls please.
Principals only. Recruiters; please don’t contact this job poster.
Please do not contact job poster about other services or products.