



Job Title: Assistant to the Artistic Director & Children's Production Coordinator	
Reports to: Artistic Director	
Program/Department: Artistic	
FLSA Status: Non-Exempt	Schedule: Full-Time

SUMMARY

The **Assistant to the Artistic Director & Children's Production Coordinator** is a dual-role position at the intersection of administrative artistic support and children's production coordination. This role serves as the primary liaison between the Production Department, the Yvonne Chouteau School, and the families of student cast members, while simultaneously providing high-level administrative support to the Artistic Director. Additionally, this person is the first face of the organization at the Brackett Dance Center, opening the building each morning, managing the front desk, and ensuring that all guests, students, and staff feel welcomed and informed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Front Desk & Building Operations

- Open the building each morning at 8:00 AM and manage the front desk through 4:00 PM and maintain a welcoming, organized, and professional front-of-house environment throughout the day
- Serve as the first point of contact for general inquiries from parents, students, and the public
- Greet and check in all visitors, guests, and contractors/vendors, providing any necessary documents, waivers, and orientation materials
- Communicate guest dancer attendance to artistic staff and company management with sufficient advance notice to be added to the company schedule
- Answer incoming calls and direct callers to the appropriate department; manage the phone tree and away messages during closures
- Manage inventory and ordering of office supplies as needed
- Support Box Office function during periods of high call volume

Children's Production Coordination

Pre-Production & Planning

- Act as the primary liaison between the Production Department, Artistic staff, the Yvonne Chouteau School, parents, and student cast members, coordinating student casting and distribute casting notices to families
- Build and manage student rehearsal schedules in alignment with the full company production calendar
- Plan and run Parent Orientation sessions
- Co-coordinate auditions alongside Stage Management (SM, ASM1, ASM2)
- Hire and supervise dressing room attendants and other student production support staff in coordination with the production department
- Coordinate costume fittings for student cast members

Rehearsal & Production Management

- Oversee student check-in, drop-off, and pick-up at the door; serve as the primary parent-facing point of contact for schedule changes and absences
- Manage and coordinate children wranglers/runners and dressing room supervisors across productions
- Supervise student behavior and issue appropriate reprimands when necessary; escalate issues to the Artistic Director as needed
- Manage the parent and student communications inbox as well as the Remind App for real-time parent communication

Assisting the Artistic Director

Calendar & Scheduling

- Manage the Artistic Director's calendar, including scheduling meetings, rehearsals, classes studio appearances, and external events and appointments, as well as anticipate scheduling conflicts and proactively resolve them in coordination with the Company Manager or relevant support staff
- Maintain and distribute daily rehearsal schedule, company-wide production calendars, auditions, and administrative duties to the Artistic Director making sure that the ADs schedule is organized and clearly communicated
- Coordinate travel, housing, and logistics for the Artistic Director during domestic and international travel

Communications

- Serve as the primary communication hub for the Artistic Director, managing correspondence with internal and external stakeholders, sending emails on the Artistic Director's behalf when appropriate, ensuring timely, professional communication, and elevating important or time-sensitive matters to the Artistic Director as needed

Administrative & Financial

- Communicate the Artistic Director's vision and instructions to staff, faculty, and external collaborators as requested
- Attend relevant internal meetings and take notes or action items on behalf of the Artistic Director
- Track and manage the Artistic Director's monthly expense reports; collect, organize, and submit receipts in a timely manner
- Coordinate audition logistics in tandem with the Company Manager, including tracking dancer resumes and managing headshots as it relates to the AD's responsibilities
- Support special projects, research initiatives, and day-to-day needs as they arise
- Assist in coordinating guest artists, visiting faculty, and external collaborators

EDUCATION AND EMPLOYMENT EXPERIENCE

- Minimum of a bachelor's degree or equivalent experience in a related field of arts management, business, or similar
- One to three years of experience in a nonprofit, arts nonprofit, or administrative role

Preferred, but not required:

- Background in dance, ballet, theater, or performing arts administration
- Experience in an executive assistant or office management role
- Familiarity with stage management protocols and production hierarchies
- Experience managing communications platforms for parent or community outreach (e.g., Remind, Konstella, or similar)
- Prior experience supporting senior leadership in a nonprofit or arts organization

OTHER REQUIREMENTS

- Demonstrated experience working with children or youth in a performing art, educational, or similar setting
- Exceptional organizational skills with the ability to manage multiple priorities simultaneously across production and administrative workstreams
- Strong interpersonal and communication skills, with proven ability to navigate sensitive situations involving children, parents, and professional staff
- Ability to maintain composure, professionalism, and warmth in a fast-paced production environment

- Personal qualities of integrity, credibility, and dedication to Oklahoma City Ballet
- Proficiency in calendar management, email tools, scheduling platforms, Outlook, Word, Excel, PowerPoint, database software, phone, desktop and portable computers, and electronics
- Required: appropriate clearance of background check; possession of a valid driver's license and insurance coverage as required by law
- Required: SafeSport certification (or willingness to obtain upon hire—required before beginning work with student cast members)

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND SCHEDULE

This is a full-time, fully on-site position requiring general mobility in office and theatre environments as well as various off-site locations. Must be able to lift 25 lbs routinely. Must be able to operate computers, phones, and office equipment. General office hours are Monday through Friday 8am to 4pm, but evenings, weekends, and travel are required. Must be present during all performances that include children.

BENEFITS AND COMPENSATION

The pay rate for this position is \$20.00 an hour. Additionally, the employee would be entitled to the benefits available to all full-time employees. This currently includes annual company-paid employee health insurance valued at \$4,374.25; four weeks of paid time off two floating holidays, and paid holidays when OKCB is closed in observance; 401k Retirement Plan matching up to 4%; and company-paid Basic Term Life/AD&D Insurance. Our current Employee Benefits Guide will be provided to our final candidate.

APPLY

To apply, send your resume, three references, and a short email explaining why you are interested in this position and why you think you would be successful in this role to Jobs@OKCBallet.org. The position will remain open until filled and applications will be reviewed on a rolling basis.

EEO STATEMENT

Oklahoma City Ballet is a safe, inclusive workplace for people of all backgrounds and identities. Some candidates may feel like they are underqualified for a job if they do not have experience in all aspects of the job description. We encourage applicants that are excited about the role, regardless of if they meet every requirement, to please apply. We believe similar, though different, experiences are transferrable.

Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements, and individual qualification. Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.

We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.