

Salary Range: \$50,000.00 To \$55,000.00 Annually

An exciting opportunity for an experienced arts administrator to join The Sarasota Ballet's Education Team.

The Education Operations Manager oversees the administrative management of year-round education training programs, and seasonal intensives. Working collaboratively across departments, the Education Operations Manager ensures efficient program delivery, financial sustainability, and alignment with the School's artistic and organizational goals.

Essential Responsibilities

Program Leadership and Administration

- Provide leadership and administrative oversight for all School programs, including children's, pre-professional, adult, and Summer Intensive.
- Develop and maintain systems, records, reports, and documentation that support program effectiveness, organizational compliance, and informed decision-making.
- Serve as primary point of contact for School, Conservatory, and Summer Intensive families, ensuring clear and timely communication regarding programs, policies, schedules, performances, and student matters.
- Collaborate with faculty and departments across the organization, including production, marketing, development, and finance, to advance institutional priorities and educational initiatives.

Summer Intensive Management

- Lead the planning, administration, and execution of The Sarasota Ballet's Summer Intensive program, including admissions, enrollment, housing, and program logistics.
- Manage the annual Summer Intensive Audition Tour, including scheduling, registration, travel logistics, and communication with prospective students and families.
- Recruit, hire, train, supervise, and support seasonal resident staff and coordinate housing partnerships with universities and community organizations.

Financial and Strategic Management

- Develop, administer, and monitor an annual operating budget of approximately \$1 million, including forecasting, revenue analysis, expenditure monitoring, and financial reporting.
- Partner with finance staff to ensure fiscal accountability, accurate reporting, budgeting, and compliance across all program areas.
- Contribute to strategic planning initiatives focused on enrollment growth, student retention, program development, and community engagement.

Required Experience

- Minimum 3 years of progressively responsible experience in arts administration, education administration, nonprofit management, or related fields.
- Demonstrated experience managing complex programs, budgets, and operational processes.
- Strong financial management and budgeting skills.
- Exceptional organizational, project management, and problem-solving skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Excellent interpersonal and communication skills with experience collaborating across departments and stakeholder groups.
- Proficiency with database systems, Microsoft Office Suite, Google Suite, and administrative management tools.

Qualifications and Education:

- Bachelor's degree in Arts Administration, Performing Arts Management, Education, Business Administration, or a related field; master's degree preferred.
- Experience working within a professional performing arts organization or dance school.
- Experience working with Jackrabbit Dance a plus.

Additional Information

- This role will be required to work some evenings and weekends according to program needs, particularly during *The Nutcracker*, end of year performances and Summer Intensives.
- This role will need to pass a Level 2 background check and driving record check.