



Dance Admissions Coordinator

Employment Type: Full time (5 days per week, 35 hours per week)

Location: Granville Island

About Arts Umbrella

Arts Umbrella Dance is a rigorous program designed for dancers ages 6-22. From the General Program to our Pre-Professional Training and Post-Secondary Programs, the excellence and innovation of Arts Umbrella Dance permeates everything we do. As students advance through our ballet-based program, the curriculum balances physical development with emotional and intellectual growth, providing a life-changing dance education that has impact long after graduation. Through discipline and support, we help our students develop the tools needed for success in and out of the studio, advancing every student's potential.

At the leading edge of arts education, the Dance Program works with an incredible faculty of dance artists— instructors in ballet, jazz, and contemporary dance at the forefront of their fields.

In our half-day Professional Training and Post-Secondary Program level, dancers also work with world-class choreographers, dance artists, and educators. Members of the Arts Umbrella Dance Company will also have the opportunity to rehearse with these renowned local and international guest artists, performing at Mixed Nuts, Sunday Performance Series and Season Finale.

As a non-profit organization entirely dedicated to arts education for children and youth, we believe that art is powerful. A professional faculty delivers a wide range of instruction at every level, including post-secondary scholarship programs across the spectrum of creative fields. With locations in Vancouver and Surrey, Arts Umbrella delivers tuition-based programs as well as donor-funded community-based programs. Each year, Arts Umbrella serves more than 20,000 young people, with nearly 80% through community-based arts education programs, bursaries, and scholarships.

Recently Arts Umbrella opened the doors of its new, 50,000 net-square-foot facility on Granville Island. With this exceptional opportunity, Arts Umbrella is poised to further our vision for a better world where the next generations are inspired to seek wonder through the arts. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella ("AU") is an organization full of heart, where self-expression and creativity are valued and nurtured.

The Opportunity

Reporting to Operations Manager, Dance the Admissions Coordinator is responsible for overseeing the admissions cycle for the Dance Department and ensuring that enrolment goals are met.

In this role you will

- Organize annual audition tour including booking studios, teachers and musicians.
- Set up audition enrolment registration using PerfectMind.
- Prepare audition information mail out including updating audition marketing materials including program guides for the Post-Secondary Dance Program and International Summer Dance Intensive.
- Respond to inquiries from parents and prospective students.
- Facilitate tours and information sessions for prospective students including open studio days.
- Attend all Vancouver auditions with the possibility of some international travel.



In this role you will

- Support students through the audition and application process including audition registration, Vancouver Community College application, audition results and study permit application.
- Maintain up to date candidate information for all prospective students.
- Coordinate in-class assessments for new students.
- Prepare weekly audition registration reports to be reviewed by Operations Manager and Artistic Director.
- Prepare weekly enrolment reports for yearlong programs to be reviewed by Operations Manager and Artistic Director.
- Work closely with the Director of Enrolment and Student Services and associated team to achieve department enrolment goals and targets.
- Support marketing plan through analysis of enrolment, registration and candidate inquiries.

Here is what you bring

- Deep understanding of dance education through personal or professional experience.
- 2-4 years of experience in a comparable role or an equivalent combination of post-secondary education and experience.
- Exceptional communication and customer service/sales skills, both written and oral.
- Ability to communicate with discretion and confidentiality.
- Ability to work independently, prioritizing multiple tasks and timelines.
- Experience using PerfectMind or other registration systems is an asset.

Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

How to apply

Send your resume and cover letter to job@artsumbrella.com, indicating **Admissions Coordinator** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. ***No phone calls please.***