



June 2024

Maryland Youth Ballet (MYB), a 53 year-old classical ballet training institution in the DC Metropolitan region seeks a full-time Registrar to join our administrative leadership team. This position offers opportunities for growth in one of the country's premier ballet training organizations.

The ideal candidate must be articulate, detail-oriented, patient, resourceful, and inclusive. They are able to work under pressure independently and as part of a team, can quickly troubleshoot and problem solve in the moment, work at a fast pace when necessary, and foster a sense of community between students, parents, faculty and staff.

**Applicant Requirements:**

- College degree or applicable professional experience.
- Minimum of 2 years working in a nonprofit arts organization.
- A high level of computer literacy and experience.
- Working knowledge of Google Workspace, Excel, and Microsoft Office Suites.
- Prior backend admin experience in the Mindbody platform preferred.
- Exceptional communication skills—written and verbal.
- Familiarity with ballet and/or other dance forms preferred.

**Position Requirements:**

- Minimum of 35 to 40 hours, 5 shifts per week (may include one (1) weekend shift),
- Additional “event shifts” as required to cover the front office and during peak registration periods.
- Must be available Saturdays and/or Sundays when performances are happening.

Duties include (but not limited to): Working directly with the external development team to maintain functionality of the registration platform.

- Updating and maintaining Academy registration platform.
- Updating and maintaining adult classes in Mindbody.
- Updating and maintaining Staff in Mindbody.
- Processing monthly tuition payments and collections.
- Working with the Executive Director on calculating tuition schedules.
- Coordinating scholarship requests with the Artistic Director and Executive Director.
- Scheduling auditions with prospective students
- Covering front desk office duties as needed.

**Benefits:**

- Paid sick and personal leave with paid holidays.
- A 403(b) retirement program with up to a 3% salary match after 12 months
- Complimentary classes for employees and up to 2 dependents
- Complimentary tickets to school performances

MYB offers a competitive full-time, exempt salary based on experience and skills: \$45,000-\$50,000.

MYB is an equal opportunity employer. Applicants from diverse backgrounds and candidates who are fluent in Spanish are strongly encouraged to apply.

Interested applicants should email a cover letter and resume to: [jobs@marylandyouthballet.org](mailto:jobs@marylandyouthballet.org).