

# DAYTON PERFORMING ARTS ALLIANCE



## Dayton Ballet School Registrar Position Description

**POSITION:** Dayton Ballet School Registrar  
**REPORTS TO:** Dayton Ballet Education Manager and Vice President of Learning and Community Engagement  
**STATUS:** Part-time, 20 hours per week, non-exempt  
**UPDATED:** April 23, 2026

### THE ORGANIZATION:

The Dayton Performing Arts Alliance encompasses the Dayton Ballet, Dayton Opera, Dayton Philharmonic Orchestra, and a wide range of learning programs for children, youth, and adults. In peak years the organization's education programs reach almost 65,000 students in 14 counties around the Dayton area. The annual budget is in the range of \$7-8 million.

### GENERAL RESPONSIBILITIES:

As a member of the Learning Department and Dayton Ballet School, the Registrar is responsible for the following:

**Duties and Responsibilities:** Employee's duties and responsibilities shall include but not be limited to the following:

#### School administration:

- Maintain and update the School JackRabbit, OPAS, and DBS mobile app information and database throughout the year
- Keep track of class information, attendance, delinquent accounts, and roster changes
- Post tuition and process payments
- Work with the Ballet Education Manager to communicate the pricing schedule
- Assist with the Scholarship program's administration of data, attendance, tracking recipients, and assist with uniforms
- Collect yearly class level placement and change information, and update the database
- Work with Ballet Education Manager to maintain teacher roster, collect and communicate required teacher information (e.g. background checks and DPAA's Child Protection Policy)
- Work with Ballet Education Manager and Dayton Ballet School Ensemble (DBSE) Co-Directors to coordinate substitute teachers, master class guest artists, choreographers, event security, and fill in receptionist as needed

#### Customer service and marketing:

- Act as School receptionist in the evenings and Saturdays mornings as scheduled
- Receive and handle customer inquiries
- Maintain School schedule and update the Learning calendar in Teams, JackRabbit, OPAS, and the DBS mobile app
- Design and maintain bi-monthly newsletter to communicate with families, class/audition flyers, and notes
- Assist with the coordination of the annual Open House, special events, and auditions

#### School, DBSE, and Company Performances:

- Support the Ballet Education Manager for School, DBSE, and Company productions, Learning, and Community Engagement activities as directed
- Assist with auditions and Summer programs, and Intensive
- Oversee production costume, shoes/tights – ordering, fitting, distributing, processing payments
- Work at School marketing table, in front of house, and backstage as needed

**Partner relationships:**

- Act as a liaison between School and vendors such as dancewear company, videographers, photographers, printers, etc.
- Support EnCorps with Parent sign-up and activities for the School as needed.

**General:**

- Participates in the annual goal setting and evaluation process for his/her position with the Ballet School Education Manager and VP of Learning and Community Engagement
- Attends departmental staff meetings as convened by the VP of Learning, Ballet School Education Manager, and Dayton Ballet Artistic Director
- Attend any DPAA Staff meetings when necessary
- Participates in the DPAA's strategic planning process and oversees any strategic planning activities assigned to him/her
- Coordinates any special projects and priorities as requested by the VP of Learning, Ballet School Education Manager, and Dayton Ballet Artistic Director
- Other duties as assigned by the Ballet School Manager

**PERFORMANCE STANDARDS:**

The effectiveness of the Ballet School Registrar will be assessed against the following standards:

1. Favorable evaluation and receptivity of Dayton Ballet School within the School, the Company, the DPAA, and the community.
2. Positive feedback from parents, students, and teachers served by the School.
3. Collaboration with the Artistic Director, Ballet Education Manager, and Vice President of Learning and Community Engagement to promote and grow the School.
4. Student retention, growth in census, and achieving revenue goals

**WORK CONDITIONS:**

- Significant evening or weekend duty hours, functions, meetings, appointments, or performances.
- Standing for extended periods of time.
- Ability to operate a computer keyboard, mouse, telephone, and other office equipment.
- Moving/lifting objects, boxes, and furniture as needed/allowed, not to exceed 20 lbs.

This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Nothing in the position description restricts management's right to assign or reassign duties and responsibilities to position at any time.

**ABOUT THE DAYTON PERFORMING ARTS ALLIANCE (DPAA):**

The Dayton Performing Arts Alliance (DPAA) was formed in July 2012 as the result of a groundbreaking and innovative merger between the Dayton Ballet, the Dayton Opera, and the Dayton Philharmonic Orchestra. Today, the DPAA is the largest performing arts organization in the greater Dayton community, with a mission to be the community's indispensable source for traditional, diverse and innovative experiences in ballet, opera, and orchestral music. DPAA performances reach an audience of more than 90,000 people annually, and its rich arts education programming serves over 60,000 schoolchildren in 150 schools in the Miami Valley.

**COMPENSATION:** \$15 per hour.

**Application Process:** To apply, please send an email cover letter and resume to: Jeanita Olowe, Vice President for Learning and Community Engagement | Dayton Performing Arts Alliance, [education@daytonperformingarts.org](mailto:education@daytonperformingarts.org). **Website:** [DaytonPerformingArts.org](http://DaytonPerformingArts.org)