

Opera Philharmonic Ballet

Job Description: Dayton Performing Arts Preparatory School, School Registrar

Program Description

The *Dayton Performing Arts Preparatory School (PREP)* was established in 2026 with generous support from local donors to bring our core belief to life: The Arts are for Everyone. By providing high-quality, accessible performing arts training, we make exceptional music and dance education available to every aspiring young artist in our community. Serving as the educational heart of the DPAA, Prep meets students exactly where they are—from absolute beginners to pre-professional artists—while creating a vital pipeline into our advanced ensembles, including the Dayton Philharmonic Youth Orchestra program. We offer a variety of beginning string group classes, chamber ensembles for high school students, and future plans to include group vocal instruction. Classes meet weekly on Sundays from October through April, bridging foundational learning with advanced training to offer students of all backgrounds unparalleled access to professional artists and educators. Beyond technical proficiency, our pedagogy focuses on nurturing well-rounded critical thinkers, building character through music, and fostering a collaborative ensemble spirit where students learn to thrive and play well with others.

This position is a part-time, seasonal hourly position with an immediate opening from September 20, 2026, through April 25, 2027, with contract renewal likely for the following season. On-site hours will primarily be on Sundays from 12:00 p.m. to 8:00 p.m., with flexible hours as scheduled for onboarding, staff training, meetings, auditions, and off-site concert productions/special events.

Job Description: School Registrar

Specific duties and responsibilities shall include, but not be limited to, the following:

School Administration & Data Management:

- Serve as the School Registrar for the Dayton Performing Arts Preparatory School during the 2026–2027 season
- Maintain and update Jackrabbit Class and OPAS databases throughout the year to ensure accurate student records, ensemble rosters, and course offerings
- Keep track of class schedules, weekly attendance, and roster adjustments
- Manage student check-in and check-out procedures for all Sunday classes, rehearsals, and Prep activities to ensure student safety and accurate roll counts
- Track yearly student placement, ensemble level advancements progressing to Dayton Philharmonic Junior Strings, Dayton Philharmonic Youth Strings, Dayton Philharmonic Youth Orchestra, and Chamber Ensembles), and update Jackrabbit class records accordingly
- Work with LCE Preparatory School Administrative Team to maintain faculty rosters, coordinate emergency substitute coverage, and track required faculty onboarding documents (e.g., background checks, Mandated Reporter training, and compliance with DPAA's Child Protection Policy)

Customer Service, Front-of-House & Communications:

- Act as the primary on-site School Registrar during Sunday instructional hours and scheduled evening events
- Receive and handle inquiries from authorized adults and prospective families via email, and desk with prompt, welcoming, and professional customer service
- Assist with correspondence with families, students, and staff, including developing and distributing periodic newsletters, schedules, rehearsal, and concert information.
- Communicate with the Learning and Community Engagement Team, Conductors, and Prep School Faculty regarding student attendance, room logistics, and programmatic updates
- Staff the table at all class/rehearsals, auditions, open houses, and public performances
- Uphold and implement a positive behavior plan consistent with the LCE Handbook

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Facility Liaison, Site Operations & Safety:

- Serve as the on-site operational liaison with our community partner and facility host at the University of Dayton (UD) and Music Department
- Arrive prior to Sunday programming to coordinate with UD facility staff, verify facility access, ensure all assigned rehearsal halls, classrooms, and auxiliary spaces are unlocked, and set up properly with appropriate directional signage, tables, chairs, and music stands
- Work with Conductors and Faculty Instructors to oversee smooth transitions between classes and ensemble rehearsals throughout the day, ensuring hallways and common areas remain safe, orderly, and accessible
- Complete end-of-day walkthroughs to ensure all instructional spaces are restored to their original layout, equipment is properly stored, and rooms/exterior doors are securely locked in coordination with UD facility personnel
- Communicate any on-site facility issues, building emergencies, safety incidents, or student behavioral concerns directly to the LCE Administrative Team (Engagement Programs Manager and VP of Learning & Community Engagement)

Events, Productions & Operational Support:

- Assist with the logistics and on-site execution of fall Open Houses / "Instrument Petting Zoo" events, placement auditions, masterclasses, and seasonal concerts (2–3 annually)
- Assist with instrument rental paperwork, sizing records, distribution logs, and concert attire/t-shirt inventory distribution and tracking
- Assist with classroom setup, signage, registration table organization, and tear-down to maintain a clean, organized, and welcoming learning environment

Qualified individuals will possess:

- Familiarity with orchestral instruments, group music classes, vocal, and youth performance ensembles
- Experience with facility logistics, room turnover, or front-of-house event coordination
- Prior administrative, registrar, or front-desk customer service experience (preferably in an arts education, school, or non-profit environment)
- Experience working in youth orchestra, music school, vocal, or community arts education administrative operations
- Proficiency with database and student management systems (experience with Jackrabbit Class and/or OPAS strongly preferred) and Microsoft Office Suite (Teams, Excel, Word, Outlook)
- Strong communication and organizational skills, paired with the sound judgment needed to independently manage site logistics, family relations, and student safety in a fast-paced Sunday school environment.
- Demonstrated commitment to maintaining student record confidentiality and student safety standards
- Willingness to collaborate effectively with students, faculty, and families of diverse backgrounds

Note: *The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.*

Position Reports to: Vice President for Learning and Community Engagement and under the general supervision of the Engagement Programs Manager, in coordination with the administrative and artistic functions of the DPAA.

Classification status: Part-Time

Last updated: 7/21/26

Compensation: \$15 / hour

Application Process: To apply, please send an email cover letter and resume to: education@daytonperformingarts.org

DAYTON PERFORMING ARTS ALLIANCE

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Applications will be accepted on a rolling basis until the position is filled. A sample curriculum may be requested of the applicant. The Dayton Performing Arts Alliance is an equal opportunity employer.